

*(Document on Legal Size Paper)*  
**STEUBENVILLE HISTORIC LANDMARKS COMMISSION**

**CERTIFICATE OF APPROPRIATENESS  
APPLICATION FORM**

(PLEASE PRINT OR TYPE)

No. \_\_\_\_\_

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Applicant's Daytime Phone Number

\_\_\_\_\_  
Date of Application

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**SUBMISSION REQUIREMENTS**

- \_\_\_\_\_ Photos of existing site or structure
- \_\_\_\_\_ Approved historic photos of site or structure including date and source of photos
- \_\_\_\_\_ Site plan (for new construction, additions, demolition, landscaping)
- \_\_\_\_\_ Drawings/plans (for additions, new construction, major rehab only; 1 set to be left with SHLC)
- \_\_\_\_\_ Manufacturer's literature (if applicable)
- \_\_\_\_\_ Color chips (for exterior painting only)
- \_\_\_\_\_ Cost estimates for all work to be completed as received from architect or qualified contractor/bidder

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**WORK SUMMARY**

Please check the proposed work here and explain fully on pages 2 and 3. Note: Please submit samples of building materials to be used. Samples may be in the form of color chips, sketches, photos, plans, brochures or product information. Photographs showing the building and specific areas where work is to be undertaken may be requested. Complete applications must be received at least two (2) weeks prior to the Commission meeting in order to be considered at that meeting.

- \_\_\_\_\_ Painting
- \_\_\_\_\_ Masonry cleaning/repointing
- \_\_\_\_\_ Window repair/replacement/addition
- \_\_\_\_\_ Door repair/replacement/addition
- \_\_\_\_\_ Gutters and downspouts repair/replacement/addition
- \_\_\_\_\_ Roof repair/replacement/addition
- \_\_\_\_\_ Re-siding
- \_\_\_\_\_ Trim
- \_\_\_\_\_ Demolition \_\_\_\_\_ full \_\_\_\_\_ partial
- \_\_\_\_\_ Addition
- \_\_\_\_\_ Landscaping/Signage
  - \_\_\_\_\_ fence \_\_\_\_\_ signage \_\_\_\_\_ outdoor lighting \_\_\_\_\_ site grading
  - \_\_\_\_\_ deck \_\_\_\_\_ parking space \_\_\_\_\_ handicapped access \_\_\_\_\_ restoration
- \_\_\_\_\_ Emergency Repair
- \_\_\_\_\_ Other \_\_\_\_\_

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**DETAILED DISCUSSION OF PROPOSED WORK**

Painting

Trim \_\_\_\_\_ (color)

Base \_\_\_\_\_ (color)

Other \_\_\_\_\_ (color)

Is color selection based on historic paint color research?

Explain \_\_\_\_\_

Masonry cleaning/repointing

Cleaning technique \_\_\_\_\_

Mortar composition \_\_\_\_\_

Window repair/replacement/addition

Explain \_\_\_\_\_

\_\_\_\_\_

Door Repair/replacement/addition

Explain \_\_\_\_\_

\_\_\_\_\_

Gutters and downspouts repair/replacement/addition

Explain \_\_\_\_\_

\_\_\_\_\_

Roof repair/replacement/addition

Explain \_\_\_\_\_

\_\_\_\_\_

Re-siding

Describe reasons and materials to be used \_\_\_\_\_

\_\_\_\_\_

Demolition

Explain reasons for demolition \_\_\_\_\_

\_\_\_\_\_

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Addition

Describe design and placement \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Landscaping/Signage

Explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Emergency repair

Describe emergency and proposed work \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other

Describe any work not previously discussed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature (if different)

\_\_\_\_\_  
Date



For Commission use only

\_\_\_\_\_ Rehabilitation activity is deemed within the authority of the Secretary of the SHLC.

Rehabilitation activity is \_\_\_\_\_ approved \_\_\_\_\_ denied.

\_\_\_\_\_ Rehabilitation activity is beyond the authority of the Secretary of the SHLC. Your proposal will be submitted to the Steubenville Historic Landmarks Commission at its meeting to be held on \_\_\_\_\_.

\_\_\_\_\_  
Secretary, Steubenville Historic Landmarks Commission