



Village of New Concord

Application for Certificate of Appropriateness

Village of New Concord Design Review Board

VILLAGE OF NEW CONCORD

2 West Main St
PO Box 10
New Concord, OH 43762
740-826-7671

Application # _____

Intake Date: _____

Information is available on our website:

www.newconcord-oh.gov

1. **Owner of Property:** _____

Phone: _____

Address: _____

2. **Address of Property:** _____

If no address has been determined, please complete below:

Street Name: _____ Parcel No: _____

Phone Number: _____ Email: _____

3. **Contractor:** _____

Contractor Address: _____

Contractor Phone Number: _____

4. **Current Use:** **Commercial** **Residential**

5. **Currently Zoned As:** _____ [New-Concord-Zoning-Map-JRF.pdf](#)
[\(newconcord-oh.gov\)](#)

6. **Are you intending to change the current land use? Please explain:**



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7. Name of business(es) and owner(s) housed in property:

Name	Owner
Name	Owner
Name	Owner

8. Have you reviewed the Design Guidelines for the architectural review district?

9. Is the building on the National Register of Historic Places?

10. Estimated starting date of project: _____

11. Estimated completion date of project: _____

12. Proposed project: (please check appropriate areas)

- ☐ New Construction and/or Addition
- ☐ Awnings
- ☐ Permanent Landscaping (Hardscape)
- ☐ Building Demolition
- ☐ Site Development After Demolition
- ☐ Façade Restoration/ Alteration
- ☐ Lighting
- ☐ Site Development
- ☐ Enclosing Deck, Porch, or Breezeway
- ☐ Parking Lot Layout
- ☐ Signage
- ☐ Roofing
- ☐ Painting
- ☐ Other (explain) _____

13. Briefly explain the proposed work:



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14. Please submit the following information:

- One (1) historical (if available) and one (1) modern photograph
- A site plan for new construction
- Proposed elevation views, with description of materials and colors included on elevation
- A map or drawing with measurements between buildings, streets, and property lines showing the entire parcel
- A detailed description of work to be done including materials, colors, links to products, etc.
- Material samples

Note: The Village has certain criteria for these projects. Your plans and applications need to reflect these stipulations. Please reference Village of New Concord Codified Ordinances Chapter 1157. [1157.01 OVERLAY DISTRICTS. \(amlegal.com\)](https://amlegal.com)

15. Do you have any questions or concerns?

I understand the criteria for this application, approval, and reviews by the Design Review Board and agree to be subject to the Architectural Review District for the above described work in accordance with Codified Ordinances Chapter 1157.

Signed: _____ **Date:** _____
Applicant Signature

Property Owner (if different from applicant)

Note: Upon approval of the application a Certificate of Approval will be issued. Following this, a zoning permit must be filed and approved. Work cannot start until the applicant receives both approvals. No zoning permits will be issued without a Certificate of Approval.

Please submit this application to the Village of New Concord Zoning Officer located at 2 West Main Street, New Concord, OH 43762.



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FOR OFFICIAL USE ONLY:

Date received by Board: _____ Application Number: _____

Approved as submitted, no modifications: _____

Approved as noted, with modifications as agreed to: _____

Denied as currently submitted: _____

Signed: _____ Date: _____

Zoning Officer

Signed: _____ Date: _____

Design Review Board Chair