



### 3. Property Owner Information

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### 4. Applicant Signature

I understand that approval of this application does not constitute approval for any administrative review, conditional use permit, variance, or exception from any other City regulations which are not specifically the subject of this application. I understand further that I remain responsible for satisfying requirements of any private restrictions or covenants appurtenant to the property.

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of this zoning certificate as determined by the City Planner. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission.

I certify that statements made to me about the time it takes to review and process this application are general. I am aware that the City has attempted to request everything necessary for an accurate and complete review of my proposal; however, that after my application has been submitted and reviewed by City staff, it may be necessary for the City to request additional information and clarification.

I hereby certify, under penalty of perjury, that all the information provided on this application is true and correct.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

#### Departmental Use Only

##### Application Status

**RECOMMENDED**

By: \_\_\_\_\_

- As Submitted
- With Conditions

\_\_\_\_\_  
Date

**RECOMMENDED**

By: \_\_\_\_\_

- As Submitted
- With Conditions

\_\_\_\_\_  
Date

**APPROVED**

By: \_\_\_\_\_

- As Submitted
- With Conditions

\_\_\_\_\_  
Date

## 5. Submittal Requirements

The following items are required for ALL applications unless otherwise noted. Each and every item is required at the time of application submittal. APPLICATIONS WITH MISSING ITEMS WILL NOT BE ACCEPTED. The City reserves the right to require additional plans and information as needed for any development proposal.

### 1. Basic Landmark Preservation Application

This application form must be signed and completed. Original signatures or clear & legible copies are required.

### 2. Auditor's Parcel Map

Available at the Greene County Auditor's Office, 69 Greene St., Xenia - [www.co.greene.oh.us](http://www.co.greene.oh.us)  
Montgomery County Auditor's, Office 451 W. Third St., Dayton - [www.mcrealstate.org](http://www.mcrealstate.org)

### 3. Plans

- Six (6)** stapled and folded sets of full-sized plans for all other applications.
  - Fold plans to 9" x 12" maximum size. Plans should be on sheets no greater than 24" x 36".
  - Include north arrow, date prepared and scale.
  - Acceptable drawing scales are: 1" = 10', 20', or 40' for all site and engineering plans and 1/4", 3/16", or 1/8" = 1' for building elevation and floor plans. Other scales may be appropriate, but should be discussed with Planning Department staff before filing.
  - Include the name, phone number and e-mail address of the person preparing the plan(s). As appropriate or required, include the signature/stamp of any licensed architect, landscape architect, surveyor and/or civil engineer that prepared the final plans.
- Ten (10)** additional sets in a reduced format with a paper size not to exceed 11" x 17".
- One (1)** additional set provided in .PDF digital format on a CD or DVD for any commercial, mixed-use, multi-family, or major subdivision project.
- A. Landmark Map:** A map showing the dimensions, shape, and any natural or topographic features, buildings, structures and significant vegetation of the parcel(s) that are the subject of the requested landmark designation. Also attach a vicinity map that shows the relation of the proposed designation to adjacent streets, and properties and physical features such as highways, shopping centers, and schools.
- B. Supporting Documentation:** In considering the designation of any area, place, building, or structure in the City of Centerville as a landmark, attach a narrative statement and any relevant documentation that addresses the following criteria with respect to such property:
  - Its character, interest or value as part of the development, heritage, or cultural characteristics of the City of Centerville, State of Ohio, or the United States;
  - Its location as a site of significant historic interest;
  - Its identification with a person who significantly contributed to the culture and development of the City;
  - Its exemplification of the cultural, economic, social or historic heritage of the City;
  - Its portrayal of the environment of a group of people in an era of history characterized by a distinctive architectural style;
  - Its embodiment of distinguishing characteristics of an architectural type or specimen;
  - Its identification as the work of an architect or builder whose individual work has influenced the development of the City;
  - Its embodiment of elements of architectural design, detail, materials or craftsmanship which represents a significant architectural innovation; and
  - Its unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood or the City.
- C. Site Plan** (For Improvements Made to a Designated Landmark)
  - In Accordance with the procedures and requirements of the Centerville Zoning Ordinance.
- D. Building Elevations:** Show all structure elevations (front, sides and rear).
  - For additions/alterations: label existing and new construction, as well as items to be removed
  - Identify all existing and proposed exterior materials - including roofing, roof eaves, eave brackets, siding, doors, trim, sills, windows, fences, and railings. Show details of proposed new exterior elements.
  - Show any exterior mechanical, duct work, and/or utility boxes.
  - Include dimensions for building height and wall length.

- E. Floor Plan**
  - Include complete floor plan of all floors of entire building, including existing and proposed work.
  - Label and dimension all rooms.
  - Show the location of all existing and proposed doors, windows, and walls.
  - For non-residential projects: show all existing and proposed seating areas including the number of seats, mechanical/kitchen equipment, and/or other major functional components of the proposed project.
  
- 4. Materials & Color Board** (required only for non-residential, multi-family residential, and mixed-use projects involving new construction or an addition/alteration that does not match existing materials and colors).
  - Limit board(s) to a maximum size of 9" x 12". Large projects (generally more than 25 dwelling units or 50,000 square feet of floor area) should also submit a large sized materials & color board (24" x 36") for use at public hearings.
  - Include samples of proposed exterior building materials and paint colors.
  - Include manufacturer's brochures as appropriate.
  
- 5. Public Hearing:** (Required for all Applications EXCEPT an Application for Improvements to a Designated Landmark)
  - Provide a list of Names and Addresses of all property owners within five hundred feet of any part of the proposed landmark. The labels shall be submitted as a hard copy and also in electronic format. They may be on the same disk as the plans.
  
- 6. Fees.** All fees are due at the time of application submittal.