

DATE: \_\_\_\_\_

**LANDMARKS PRESERVATION COMMISSION APPLICATION**

SITE ADDRESS: \_\_\_\_\_ CASE#: \_\_\_\_\_

OWNER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NOTE: *ANY CHANGE IN THE EXTERIOR APPEARANCE OF A PROPERTY REQUIRES APPROVAL BY THE COMMISSION (DWELLING AND ACCESSORY BUILDING ALTERATION, PAINTING, ROOFING, SIDING, ETC.). PLEASE REFER TO CERTIFICATES OF APPROVAL ON REVERSE SIDE FOR FURTHER EXPLANATION.*

**USE OF PREMISES:** Single-family \_\_\_\_\_ Multi-family \_\_\_\_\_, # of apts.: \_\_\_\_\_  
Other: \_\_\_\_\_

Please check the appropriate blank(s) and describe in detail the proposed work. Please attach photos, sketches, drawings, color charts, or anything else that will sufficiently explain your proposed project to minimize any delays. Exterior construction, including decks, stairways, porches, garages, additions, etc., must include a site plan, cross section and elevation drawings.

New Structure \_\_\_\_\_ Addition \_\_\_\_\_ Alteration \_\_\_\_\_ Maintenance \_\_\_\_\_ Fence \_\_\_\_\_ \*In-Kind \_\_\_\_\_ Other \_\_\_\_\_

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

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

*\*In-kind repairs are ordinary maintenance or repairs of any property, area, or object, provided such work involves no change in material, design, dimensions, texture, color, or outer appearance.*

**MEETING INFORMATION: IF THE APPLICATION IS NOT DETERMINED TO BE AN EMERGENCY REPAIR OR IN-KIND MAINTENANCE, THE APPLICANT OR AGENT MUST ATTEND THE MEETING. NON-REPRESENTED CASES WILL RESULT IN AUTOMATIC DENIAL.** The application must be submitted to the Commission Secretary (Community Development-131 Court Street, Suite 302, 3<sup>rd</sup> Floor) by 4:30 p.m. the Monday prior to the meeting. Meetings are held at Elyria City Hall, 131 Court Street, at 7:00 p.m. Please call 326-1535 for meeting dates and place.

**BUILDING PERMIT:** Commission approval does not relieve the owner or contractor from obtaining required permits. The following permits are required:  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

In-kind Maintenance [  ]      Emergency Repair [  ]      Incomplete [  ]

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Approved As Noted: \_\_\_\_\_ Resubmit: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

Chairman \_\_\_\_\_ Other Commission Member \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_

## **Article VII      Certificates of Approval**

1. Whenever a Certificate of Approval is required by Elyria Codified Ordinance Chapter 1103, an application shall be made to the Commission, on approved forms, and shall be filed with the Secretary of the Commission, 131 Court Street, Elyria, Ohio 44035.
2. Upon receipt of an application for Certificate of Approval, the Secretary shall notify the applicant of the procedure for review and approval of the application:
  - a. Should the application contain a request for approval of emergency repairs, which are repairs required for public safety because of unsafe or dangerous conditions, the Secretary shall notify the Building Official. Should the Building Official, acting lawfully, determine that the requested repairs are emergency repairs necessary for public safety, the Building Official may authorize the emergency repairs, with such conditions as the Building Official determines necessary, and the Building Official shall report his determination to the next meeting of the Commission. Should the Building Official determine that the requested repairs are not necessary repairs due to an emergency, or has authorized part of the requested repairs, and/or has required conditions for the requested repairs, the Building Official shall notify the applicant of the date, time and place of the next scheduled meeting of the Commission at which time the application shall be considered by the Commission, and the Building Official shall report the determination to the Commission.
  - b. All applicants shall receive notification of the next scheduled meeting of the Commission at which the application for Certificate of Approval shall be considered by the Commission.
3. The applicant or designated agent must attend the meeting of the Commission that the Certificate of Approval is being reviewed for by the Commission.
4. The application shall be completed and contain sufficient information for review. Applications which are not completed and do not contain sufficient information may result in denial. All applications shall be timely filed by 4:30 p.m. five (5) business days prior to the next scheduled meeting of the Commission.
5. Except as provided in Article VII (2) (a) above, all applications for Certificate of Approval shall be reviewed within seven (7) days of receipt of the application by the Secretary to determine whether the application is for a Certificate of Approval or for in-kind repairs. In-kind repairs are ordinary maintenance or repairs of any property, area, or object, provided such work involves no change in material, design, dimensions, texture, color, or outer appearance. The Chairperson of the Commission, the Vice-Chairperson of the Commission, should the Chairperson not be available, or the designee of the Chairperson shall conduct the review and is authorized to approve in-kind repairs with or without such conditions deemed appropriate by notifying the applicant in writing of such approval with or without conditions. The approval of in-kind repairs shall be reported to the Commission at the next regularly scheduled meeting. Should the application for Certificate of Approval for in-kind repairs be approved with conditions, the applicant shall receive notification of the next scheduled meeting of the Commission and may request review of such conditions. Should there be denial or no determination as to approval of in-kind repairs prior to the next regularly scheduled meeting of the Commission, the application shall be considered by the Commission at the next regularly scheduled meeting.
6. If a Certificate of Approval is denied by the Commission, the applicant may revise and re-submit the application at any time.
7. Any decision of the Commission may be appealed before Elyria City Council as provided by Section 1103.07, Elyria Codified Ordinances.

**ELYRIA LANDMARKS PRESERVATION COMMISSION  
RECOMMENDATIONS FOR ROOFS-ROOF REPAIRS**

- All flashing shall be either terne-coat or baked-on finished aluminum or terne-coated stainless or copper...no bright-finished, mill-finished or white aluminum shall be used.
- Color of shingles shall be \_\_\_\_\_.
- Soffit: Clear wood shall be used, not plywood or #2 or #3 grade.
- Crown molding shall be duplicated to match the existing crown.
- Gutters, shall be half-round aluminum or galvanized, if being replaced with like-material. If "k-style" gutters are decided upon, this would not be "in kind" maintenance and would have to be discussed at the meeting.
- Shingled ridge vents shall be used .
- If step flashing is replaced, maintain same dimensions.

**Other Requirements/Stipulations:**

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**Recommendations:**

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