



Certificate of Appropriateness Submittal Requirements

No application will be accepted for review by the City of Medina without the submission of all of the following items, unless any such items are determined to be unnecessary or not applicable to the application by the Community Development Director

1. A completed application form.
2. The required application fee (**\$25** for Residential, **\$50** for Non-Residential).
3. One (1) hard copy and one (1) an electronic copy in a common format (PDF, Word, etc.) of all applicable items below.
4. A complete detailed description of the proposed alteration, construction, demolition, removal, or other external change to structures or site elements, including materials and colors.
5. Alterations and change of color
 - Photographs of existing conditions.
 - Drawings indicating any changes to the physical appearance.
 - An outline describing work and the procedures to be performed.
 - Material samples and manufacturer's literature for major materials and products to be incorporated in the building.
6. New buildings
 - Photographs (8"x 10") of the proposed site and context including adjacent structures.
 - Site plan and elevation drawings showing the design, indicating drives, road, parking, walks, walls, fences, landscaping, doors, windows, decoration, materials, finishes and other features accurately representing the proposed design.
 - Material samples and manufacturer's literature for major materials and products to be incorporated in the proposed design.
7. Additions to existing buildings;
 - Photographs (8"x 10") of the existing building and adjacent buildings or structures.
 - Site plan and elevation drawings showing the design, indicating drives, road, parking, walks, walls, fences, landscaping, doors, windows, decoration, materials, finishes and other features accurately representing the proposed design.
 - Material samples and manufacturer's literature for major materials and products to be incorporated in the proposed design.
8. Demolition, partial demolition, or moving
 - Photographs (8"x 10"), of the existing building in detail including context and site.
 - A Site Plan depicting the site of the subject building and its context.
 - A written request from the Owner indicating reasons for the demolition, partial demolition, or moving.



Certificate of Appropriateness Submittal Requirements (continued)

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8. Demolition, partial demolition, or moving (continued)
 - Include the following information:
 - Status - National Historic Landmark, National Landmark Historic District;
 - Status - Listing on the U.S. National Register of Historic Places or determination of eligibility for the National Register;
 - Status - Historic Landmark (Medina), Historic District (Medina);
 - Form of Ownership of the property, amount paid for property, date of purchase, party from whom it was purchased, and description of relationship between owner and applicant;
 - Cost of proposed Demolition;
 - The fair market value for the property and the anticipated market value after rehabilitation;
 - An analysis of the feasibility of rehabilitation, including the costs of rehabilitation, and the income and expense likely to be produced by the property after rehabilitation;
 - A list of alternatives that were considered and reasons why alternatives were dismissed;
 - Board may request other information specific to the project.
 - The applicant may provide additional financial information supporting the case for demolition. This information may include:
 - In the case of income-producing properties, provide the annual gross income from the previous two years and itemized expenses for the same time period;
 - Price asked and offers received within the previous two years.
 - If applicant claims lack of structural or architectural integrity as the reason for demolition, he/she must offer evidence prepared by a licensed engineer or architect as to the structural soundness of the building or structure.
9. Any other information needed for the review of the Certificate of Appropriateness application as deemed necessary by the Community Development Director.