

TCOV 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 of the proposed site 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.
7. Additions to existing buildings
 - Photographs 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 of the existing building in detail and as it sits on its site.
 - A written request from the owner indicating reasons for the demolition or moving.
 - If the building is listed on the U.S. National Register of Historic Places: An analysis of the feasibility of rehabilitation, the market value for the property after rehabilitation, and in the case of income-producing properties, the income and expense likely to be produced by the property after rehabilitation.
9. Any other information needed for the review of the Certificate of Appropriateness application as deemed necessary by the Community Development Director.