

# APPLICATION TO THE ARCHITECTURAL REVIEW BOARD FOR CERTIFICATE OF APPROPRIATENESS

VILLAGE OF MARIEMONT, OHIO - BUILDING DEPARTMENT  
6907 WOOSTER PIKE MARIEMONT, OHIO 45227  
513.271.3315 Telephone

**Building Department Hours**  
Office Hours: Monday through Friday 8:30 am – 12:30 pm

1. Project Address: _____ Zip: _____ Mariemont Zoning: _____
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2. Owner: _____ Street Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Applicant Email Address: _____ Applicant Fax No. _____

3. Briefly describe the nature of the proposed work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. In compliance with the requirements of the Village of Mariemont, Ordinance NO. 0-44-83, the following items must be submitted in support of the application for Certificate of Appropriateness.

Letter stating the description of the proposed design or change of design, use of materials and orientation of the structure  
Drawing(s) showing the following information and exactly to scale:

- a. All dimension of the property
- b. Structure and buildings on the property with dimensions to property lines
- c. Proposed new work
- d. Properties adjacent to the proposed work with adjacent structure(s) accurately located
- e. List of names and addresses of all abutting property owners (this does not include properties across street(s) and/or lane(s) from subject property).
- f. Architectural rendering (if requested by Board)
- g. Colored elevations (if requested by Board)
- h. Samples of proposed colors and materials (if pertinent to the Application)
- i. **\$100.00 Application Fee Check made payable to the Village of Mariemont**

5. **Application must be received by the Building Department at the Village Office no later than the 1<sup>st</sup> Monday of the month, 14 calendar days in advance of the next scheduled Architectural Review Board Meeting. The regularly scheduled meetings for the Architectural Review Board are the 3<sup>rd</sup> Monday of the Month at 5:30 PM in the Village Council Chambers.**

6. Applicant or an authorized agent of the Applicant should be present at the scheduled meeting. The Architectural Review Board reserves the right to defer action on any application if adequate documentation is not received for the schedules meeting.

7. The property may be visited by individual Architectural Review Board members who will telephone prior to coming.

Application by: \_\_\_\_\_  
*(Owner or Agent's Signature)* *Applicant's name - (Print)*

## CERTIFICATE OF APPROPRIATENESS

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

- Approved
- Not Approved
- Approved as modified

This Certificate is issued subject to conformance in all respects with the condition of the Application and with the Village of Mariemont Ordinance No. 0-44-83. This certificate may be revoked at any time upon the violation of any of these provisions.

This Certificate must be conspicuously displayed while Work is in progress.

The Village of Mariemont Architectural Review Board has made the above noted decision by a majority roll call vote on this review date.

\_\_\_\_\_  
Chairman, Architectural Review Board Date: \_\_\_\_\_