



# City of Cuyahoga Falls

## Division of Planning & Zoning

2310 Second Street  
Cuyahoga Falls, OH 44221  
330-971-8135/330-971-8366

Application Number (office use): \_\_\_\_\_

Application Date (office use): \_\_\_\_\_

### \$85.00 Design & Historic Review Board - Application for Certificate of Appropriateness

#### 1. Applicant Information (check primary contact)

Owner  \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State Zip: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Architect  \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State Zip: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Contractor  \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Alt. Phone \_\_\_\_\_

#### 2. Project Information

Property Address: \_\_\_\_\_  
 Parcel Number \_\_\_\_\_ Zoning District \_\_\_\_\_  
 Existing Designation  
 Proposed Designation (attach designation application form)  
 Summary of Work Proposed: \_\_\_\_\_

#### Please Attach (10 copies of all paper documents):

- Photographs of Before/Existing Conditions: Street View, All Elevations, Details Including: Doors, Windows, Masonry..
- Site Plan (showing lot & building dimensions, proposed alterations & additions, landscaping & exterior lighting)
- Building Elevations (showing proposed alterations, exterior materials, heights, roof pitch, etc.)
- Architectural Plans (as needed to show exterior impact)
- Material Samples, Finishes & Colors

#### 3. Applicant Certification

I/we hereby agree to conform to the City of Cuyahoga Falls General Development Code. I also hereby certify that all statements made and attachments on this application are true and complete and that I have a legal right to make this application or to possess a written power of attorney on above premises. Permits are issued with the understanding that the contractor will assure that the necessary sediment and erosion control methods are employed, as indicated on the approved plot plan. If sediment and erosion control measures are not in place, the City will conduct no further inspections. Furthermore, if utility taps are made and not inspected by City personnel, the contractor will be subject to monetary fines for each violation and a **Stop Work Order** will be issued. Applicant also assures that no work will commence until all City and County permits and fees are paid.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### 4. Office Use

Approved Signature \_\_\_\_\_  
 Date \_\_\_\_\_

Denied Reason: \_\_\_\_\_  
 By: \_\_\_\_\_ Date \_\_\_\_\_

Cash  Check Check #: \_\_\_\_\_  
 MC/Visa/Discover Card #: \_\_\_\_\_

Final Inspection Approval Date: \_\_\_\_\_  
 By: \_\_\_\_\_