



Historic Preservation Commission
City of Massillon

APPLICATION FOR CERTIFICATE OF APPROVAL

I. BUSINESS INFORMATION

Business Name: _____

Business Address: _____

City: _____ State: _____ ZIP Code: _____

Business Phone: _____

Type of Business: _____

II. APPLICANT INFORMATION

Applicant Name: _____

Applicant Phone: _____

Applicant Email: _____

III. BUILDING OWNER INFORMATION (if different from applicant)

Owner Name: _____

Owner Phone: _____

Owner Email: _____

IV. PROJECT INFORMATION

A. Written description of proposed work:

Provide a specific written list of the proposed work. The description should include any exterior changes made to the building or site, any effect the work will have on the public right-of-way or public spaces, and any new construction. Describe furnishings, equipment or displays that will be installed or changed. Attach additional sheets if necessary.



Historic Preservation Commission
City of Massillon

B. Photographs

Provide clear photographs of any existing feature that would be altered and the context of those features, such as the building façade where they are located.

C. Construction

Provide one set of scale drawings, with all dimensions shown, of:

1. A Site plan of existing conditions, showing adjacent streets and buildings, and if the proposal includes any work in the public right-of-way, the existing street uses, such as street trees and sidewalk displays, and another site plan showing proposed changes to the existing conditions;
2. Elevations and sections of both the existing features and proposed new features;
3. Construction details;

D. Finishes

If the proposal includes new finishes, fixtures, furniture, or paint, provide the following:

1. One (1) sample of proposed colors, *Please provide a photo of the proposed colors and bring the actual samples to the meetings.

E. Awnings, Lighting and Signage:

If the proposal includes new/changes to exterior awnings, lighting, or signage, provide the following:

1. One (1) set of scale drawings of proposed signage or awnings, showing the overall dimensions, material, design graphics, typeface, letter size, and colors;
2. One (1) set of a plan, photograph, or elevation drawing showing the location of the proposed awning, sign, or lighting;
3. One (1) copy of details showing the proposed method of attaching the new awning, sign, or lighting;
4. The wattage and specifications of the proposed lighting, and a drawing or picture of the lighting fixture;
5. One (1) sample of proposed color and material for sign or awning.

*Please provide a photo of what is proposed and bring the samples to the meetings.

F. Demolition and Replacement:

If the proposal includes demolition of a structure or object, provide the following:

1. A statement of the reason(s) for demolition;
2. A description of the replacement structure or object, and the replacement use;

If the proposal includes replacement, removal, or demolition of existing features, provide the following:

1. A survey of the existing conditions of the features that would be replaced, removed, or demolished.



Historic Preservation Commission
City of Massillon

V. CERTIFICATION

- I understand that acceptance of the application by the Community Development Department does not constitute approval. I am aware that the Historic Preservation Commission will make an independent determination as to the thoroughness and accuracy of the application.
- I understand it is my responsibility as the applicant to supplement the original application if there is any change regarding any information provided between the original submission and the hearing date.
- I have attached the required photographs to this application.
- I have attached the required construction documents to this application.
- I understand that any correspondence or decisions on this application will be sent via email to the applicant email address listed above.

Applicant Signature

Date Signed

Building Owner Signature (if different from applicant)

Date Signed

FOR OFFICE USE ONLY	
Date Received: _____	Next Meeting Date: _____
Note: _____	
Initials: _____	