



Certificate of Appropriateness (COA) Application

The COA applies to the exterior of structures and typically only to significant changes (e.g. materials, colors, bulk, massing, character, style, etc.); it does not apply to the interior of any home or business.

Village Administrator Approval

Some work that is more minor in change, or is clearly defined within these standards, can be reviewed and approved by the Village Administrator. A list of items that are able to be reviewed by the Village Administrator is below. Review will generally occur within 10 business days of receipt of a completed COA application.

- Paint and Colors (within the standards defined within these standards)
- Awnings
- Signage (as a general Sign Permit)

Covington Planning Commission Approval

The majority of work to buildings like a change in materials, height, character, or style changes will require CPC review. Other changes to a lot like removal of a building, addition of a building, or creation of a new lot, will require CPC review. A general list of items that are able to be reviewed by the CPC is below. This list is not the comprehensive list but is generally items that will be reviewed. Review will occur at a regularly scheduled meeting as noted in the approval process.

- Existing Building Changes to Building Materials / Siding / Exterior Walls
 - Windows
 - Doors
 - Roofs, Gutters, and Downspouts
 - Commercial Facades
- New Building Construction (including primary and accessory structures)
- Demolition of any structures

Fee

There is no fee for the COA application.

Village of Covington | Certificate of Appropriateness Application

APPLICANT AND PROPERTY INFORMATION		STAFF USE ONLY
APPLICANT NAME		FILE INFORMATION / DATE RECEIVED
APPLICANT ADDRESS		
PROPERTY ADDRESS OR LOCATION		
PARCEL NUMBER(S) - REQUIRED IF NO STREET ADDRESS		CASE NUMBER
OWNER NAME (IF DIFFERENT FROM APPLICANT)	OWNER ADDRESS (IF DIFFERENT FROM APPLICANT PROPERTY)	
PREFERRED CONTACT METHOD	EMAIL	PC MEETING DATE
<input type="checkbox"/> EMAIL PREFERRED <input type="checkbox"/> PHONE PREFERRED	PHONE	

TYPE OF WORK BEING COMPLETED
<input type="checkbox"/> Exterior Painting <input type="checkbox"/> Awning Replacement <input type="checkbox"/> Replacement of Building Materials (Windows, Doors, Siding / Exterior Walls) <input type="checkbox"/> Commercial Façade Work <input type="checkbox"/> New Building Construction <input type="checkbox"/> Demolition

NARRATIVE OF REQUEST
<p>In your own words, please clearly describe the request to which you are seeking approval <i>in detail</i> below. (If there is not enough space, please attach a separate sheet of paper describing your request.)</p>
<div style="height: 150px;"></div>

VILLAGE OF COVINGTON

1 South High Street, Covington, OH 45318

contact@villageofcovington.com | phone: (937) 473-3420 | www.villageofcovington.com

Complete Application Checklist

- ☐ One copy of detailed drawings or blueprints (to scale as applicable) to illustrate proposed work
- ☐ Sketches, color samples, material samples, or other exhibits necessary to demonstrate compliance with the applicable standards and guidelines
- ☐ Any additional materials that may be requested by the Village Administrator or Planning Commission during the review process.

Understanding and Approval

I, the undersigned, have read and understand all the above information and have provided all the necessary materials, forms, and information and believe them to be true to the best of my knowledge. I understand that my application will be considered and processed in accordance with the regulations set forth by the Village of Covington. I understand that the materials provided within this document are subject to public record and will be considered in rendering a decision on this request. I further understand that additional information may be required by the Village of Covington to further proceed with this hearing.

Print Name: _____

Signature: _____

Date: _____

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Property Owner Affidavit

Property and Application Information

Property Address of Parcel Number(s) Associated with Application

Applicant's Printed Name or Company

Applicant's Phone

Applicant's Signature

Date

Property Owner(s) Affidavit - Owner(s) signatures must be notarized.

I (we), Owner(s) Printed Name

hereby certify that I (we) are the owner(s) of the above property. I (we) attest to the accuracy and truthfulness of the statements and any exhibits provided on this application to be true to the best of my (our) knowledge. We understand that our application will be considered and processed in accordance with the regulations set forth by the Village of Covington Zoning Ordinance. I (we) understand that the materials provided within this document are subject to public record and will be considered in rendering a decision on this request. I (we) authorize the Village of Covington to place a Public Hearing Notification sign on the property as needed during the proceedings of this hearing.

Owner Signature #1

Date

Owner Signature #2

Date

Owner #1 Printed Name

Owner #2 Printed Name

Owner #1 Mailing Address

Owner #2 Mailing Address

Owner #1 Phone

Owner #2 Phone

Subscribed and sworn to before me on this day of , 2.

Notary Stamp

Notary Public Signature

My Commission Expires

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