

SUBMISSION OF PLANS FOR REVIEW TO HISTORIC DISTRICT REVIEW BOARD AND BUILDING INSPECTOR

The Dublin Historic Review Board regularly scheduled meetings are held on the second Tuesday, of each month (as required) at 5:15 P. M. in the Chambers located in City Hall. Deadline for all items to be reviewed by the board will need to be submitted to the City of Dublin Building Inspection Department, 5 days prior to the meeting date.

The City of Dublin Historic District consists of designated properties located on Bellevue Avenue and in Downtown Dublin. (See Historic District Map attached) Any part of the structure, landscaping, and or signage must go before the Historic Review Board for approval of any changes in appearance, prior to changes taking place.

The following is a list of considerations and guidelines to assist the applicant wishing to apply for a Certificate of Appropriateness in the Historic District. This should expedite the application process as well as provide the applicant with a checklist of steps involved in the process.

Applications for permits are required for any erection, demolition, exterior alteration, or sign to be erected in the district, as well as the moving of any structure into or out of the District.

- A. **APPLICATION FOR EXTERIOR CHANGES:** The Board will review permit applications of exterior changes, and should be provided information adequate to make an informal decision.
1. **Site Plan:** Site Plan information should show the following:
 - a. Shape and dimensions of lot;
 - b. Size and location of all existing and proposed buildings;
 - c. Trees, or any other significant natural or historical landmarks on the lot.
 2. **Floor Plans Showing:**
 - a. Spatial arrangements;
 - b. Other details that may be required by the Building Inspector, in enforcing the building and other applicable codes in Dublin.
 3. **Wall Elevation** of all facades affected by alteration: A drawing showing existing and proposed is acceptable although a photograph of the elevation with schematics illustrating the proposed charges is also acceptable.
 4. **Description of Improvements:** A list and description of work to be done should include:
 - a. Materials
 - b. Colors
 - c. Construction detailing
 5. **Preliminary Conference:** It is recommended that prior to making application, the applicant discuss the improvement with the Building Inspector to establish any other which could help the approval process.

B. ALTERATION NOT AFFECTING THE EXTERIOR:

1. **Floor Plan:** Adequate to meet the building code requirements and showing the spatial layout, is adequate.

C. RECOMMENDATIONS OF DO'S AND DONT'S:

1. If in doubt, try to retain as much of the original materials, detailed and design as your budget will allow;
2. If introducing modern parts or mixing old and new elements on the outside of a house, make sure that its character is not spoiled in the process and, if possible, get some advice from an architect with experience in such work.
3. Never try to make a building look older than it originally was by using details belonging to a previous period; this is not true restoration and the end result will never look completely genuine.
4. Brick walls should never be covered with any form of artificial siding.
5. If replacing clapboard, the color, texture, and most importantly, the details should be maintained as closely as possible.
6. The surface cleaning of structures such as sandblasting and other cleaning methods, which have the possibility to damage the historic building materials, shall not be undertaken.

**DUBLIN HISTORIC REVIEW BOARD
CERTIFICATE OF APPROPRIATENESS APPLICATION**

DATE FILED _____

HEARING DATE _____

APPLICANT _____

MAILING ADDRESS _____

HOME PHONE # _____ BUSINESS PHONE # _____

LOCATION _____

OWNER _____

CONTRACTOR _____

TYPE OF BUILDING (circle one) Historic Contemporary

APPLICATION OF CERTIFICATE OF APPROPRIATENESS IS MADE FOR

___ Demolition of a historic building _____

___ Relocation of a historic building _____

___ Material change in exterior of historic building _____

___ New construction with historic district _____

___ Change existing walls and fences _____

___ Material change to exterior of contemporary building _____

CERTIFICATE OF APPROPRIATENESS

On this _____ day of _____ 20, the Historic District Review Board examined the above application. The Certificate of Appropriateness is approved / denied subject to the following special requirements and conditions. If any stipulations or contingencies please state below:

Chairperson of Historic Review Board