

*City of Portsmouth, Ohio*

**DESIGN REVIEW BOARD  
APPLICATION FOR  
CERTIFICATE OF APPROPRIATENESS**

Date Filed: \_\_\_\_\_

SECTION 1317.01 OF THE PORTSMOUTH CITY CODE PROVIDES FOR THE ESTABLISHMENT OF THE PORTSMOUTH DESIGN REVIEW BOARD. THE ORDINANCE EMPOWERS THE DESIGN REVIEW BOARD WITH AUTHORITY TO REVIEW PROPOSALS FOR PHYSICAL CHANGES TO PROPERTIES IN THE HISTORIC BONEYFIDDLE DISTRICT OF PORTSMOUTH, AS WELL AS FOR CERTAIN OTHER HISTORIC OR ARCHITECTURALLY SIGNIFICANT PROPERTIES IN OTHER PARTS OF THE CITY. THE PURPOSE OF THE DESIGN REVIEW BOARD IS TO ENHANCE THE ECONOMIC, CULTURAL, EDUCATIONAL AND RECREATIONAL QUALITIES OF THE COMMUNITY. THE DESIGN REVIEW BOARD WILL ISSUE A CERTIFICATE OF APPROPRIATENESS IF THE APPLICATION IS APPROVED. IF THE APPLICATION IS DENIED, THE PROCEDURE FOR APPEAL IS SPELLED OUT IN SECTION 1317.09 OF THE CITY CODES.

NAME OF APPLICANT \_\_\_\_\_

MAILING ADDRESS OF APPLICANT \_\_\_\_\_

TELEPHONE \_\_\_\_\_

PROPERTY ADDRESS FOR WHICH APPLICATION IS SUBMITTED \_\_\_\_\_

PLEASE EXPLAIN PROPOSAL BELOW. INDICATE COLORS AND MATERIALS TO BE USED. MATERIAL AND COLOR SAMPLES OR DRAWINGS AND PHOTOGRAPHS MAY BE REQUIRED. APPLICANT MAY BE REQUIRED TO PROVIDE ADDITIONAL INFORMATION BEFORE THE DESIGN REVIEW BOARD CAN REACH A DECISION ON THE APPLICATION. **RETURN YOUR APPLICATION TO CITY ENGINEERING OFFICE, 728 SECOND STREET- ROOM 25, PORTSMOUTH, OHIO 45662**

NATURE OF WORK  
 EXTERIOR OF BUILDING \_\_\_\_\_  
 DEMOLITION \_\_\_\_\_  
 LANDSCAPING \_\_\_\_\_  
 OTHER \_\_\_\_\_

Applicant: Do Not Write Below this Line  
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**CERTIFICATE OF APPROPRIATENESS**

Application By: \_\_\_\_\_

Property Location \_\_\_\_\_

Approved

Denied  Meeting to consider revised application will be held \_\_\_\_\_

Reason for Denial \_\_\_\_\_

\_\_\_\_\_  
Design Review Board

\_\_\_\_\_  
Date

Copy to:

\_\_\_\_\_ Applicant

\_\_\_\_\_ Engineering Dept.