



# MIDDLETOWN

## CERTIFICATE OF APPROPRIATENESS

*Historic Commission meetings are the 3<sup>rd</sup> Thursday of the month (if an application is received)  
Applications are due at least 2 weeks prior to scheduled meeting date.*

PROPERTY ADDRESS: \_\_\_\_\_

OWNERS NAME \_\_\_\_\_

\_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_

REQUESTED WORK TO BE PERFORMED: Please Check With Apply

Repair/Renovation: \_\_\_\_\_

Demolition: \_\_\_\_\_

Sign: \_\_\_\_\_

Addition: \_\_\_\_\_

New Construction: \_\_\_\_\_

Fence: \_\_\_\_\_

Other (Explain): \_\_\_\_\_

DESCRIPTION OF ALL WORK: (attach drawings, photos, product information or other material to help describe the project)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach the following:**

- \$25.00 Application Fee (Cash or Check, Checks Made out to City of Middletown)
- Property Photos
- Proposed Work Photos (include dimensions and setbacks if applicable)

**The City of Middletown is not responsible for the enforcement of covenants and restrictions.**

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

DEPARTMENTAL USE ONLY:

Staff Recommendation: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROVED

DENIED

Date Certificate Issued: \_\_\_\_\_

\_\_\_\_\_

COMMISSION ACTION DATE: \_\_\_\_\_

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

\_\_\_\_\_

*(Development Services Department)*

CERTIFICATE NO: \_\_\_\_\_

**RETURN APPLICATIONS/DIRECT QUESTIONS TO:**

Development Services Department: 1 Donham Plaza, Middletown, OH 45042

**Development Services Department**

James Metz, City Planner – [jamesme@cityofmiddletown.org](mailto:jamesme@cityofmiddletown.org) – 513-425-7947