

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)  
CITY OF WATERVILLE  
HISTORIC DISTRICT COMMISSION  
25 North Second St., Waterville, OH 43566 419-878-8100

Date Received \_\_\_\_\_ Application No. \_\_\_\_\_

**APPLICATION IS HEREBY MADE FOR A CERTIFICATE OF APPROPRIATENESS FOR THE PROPERTY DESCRIBED BELOW.**  
Regular meetings are held at 8:00a.m. on the 1st Wednesday of each month. Applications are due two weeks before the meeting.

Street Address: \_\_\_\_\_

Property Owner

Applicant

Name: \_\_\_\_\_

Tel: \_\_\_\_\_ or \_\_\_\_\_

Mail Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Historic District Commission (HDC) Review Meeting Date: \_\_\_\_\_

HDC Decision: Date \_\_\_\_\_ Approved \_\_\_ Denied \_\_\_ Deferred \_\_\_

Contingencies: None \_\_\_\_\_

Describe project by providing a narrative and dimensioned drawings of building, property lines, color photographs or sketches of existing property and proposed changes. Visual aids may include catalog cuts of planned items. Failure to provide specific, detailed information may delay approval of your COA application. Eight (8) copies of supporting documents, with completed application, are requested.

Narrative description of project: \_\_\_\_\_

Contractor

Contractor

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ or \_\_\_\_\_

Email: \_\_\_\_\_

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