

Historic Design Service

Has there been an idea floating around in your head, just waiting to be the perfect addition to your historic property and you were not sure how to put it down on paper? Well, the City of Dayton has just the answer to this dilemma. It is the **Historic Design Service**.

The **Historic Design Service** will assist property owners in formulating and initiating exterior improvements to properties in locally designated historic districts in keeping with the historic district guidelines and ordinance.

The **Historic Design Service** will provide the architectural and design services necessary to complete any exterior rehabilitation or new construction to interested property owners through a qualified architect hired by the City of Dayton. Each project is eligible for up to \$900 in time and design services.

The **Historic Design Service** includes:

1. Meetings with the property owner to discuss the specific project;
2. Site visits;
3. The preparation of drawings and renderings of the project to adequately illustrate the idea in order to obtain the required Certificate of Appropriateness and building permits; and
4. The preparation of a recommended list of building materials and colors to assist the property owner with the completion of the project.



If you have a project for which you would like to utilize the **Historic Design Service**, there are some preparations the property owner must do as a part of the application process. The property owner is to provide to the Secretary of the Landmarks Commission a completed application including the following information:

1. A written statement explaining the proposed project in as much detail as possible;
2. A basic sketch of the proposed project;
3. Photographs of the proposed project; and
4. A timetable for the completion of the proposed project.

Once the application is completed and submitted to the Secretary of the Landmark Commission and reviewed to meet the standards of the **Historic Design Service**, the agreement will be signed by the Secretary. At this time, the property owner will be referred to the architect.



If there are any questions about the **Historic Design Service** and how to get your project out of your head and on to the drawing board, please contact:

City of Dayton
Dept. of Planning & Community Development
101 West Third Street - P.O. Box 22
Dayton, OH. 45401
(937) 333-3670

DOP&CD:pdt - 20110609



Complete this form in Adobe Reader software, not a Web browser, to ensure the privacy of your information. Place the cursor in a field and type. Print a copy to add the required signature(s) in blue or black ink and return this form with required attachments to: City of Dayton, Department of Planning and Community Development, 101 West Third Street, P.O. Box 22, Dayton, OH. 45401. Phone 937-333-3670

Property Owner's Name

Property Address

Property Owner's Address

Zip Code

Telephone Number

Date of Application

Historic District or Landmark

The property owner listed above is applying to the City of Dayton, Department of Planning and Community Development for the **Historic Design Service** of a qualified architect for the project described below:

As a part of this application, the following information must be submitted:

- _____ 1. A written statement explaining the project
- _____ 2. A basic sketch of the proposed project
- _____ 3. Photographs of the property
- _____ 4. A proposed budget for the project
- _____ 5. A proposed timetable for the completion of the project

The fees for the design services will be paid by the City of Dayton in accordance with the City's agreement for services with a qualified architect for a maximum amount of \$900.00.

The property owner agrees to obtain all the requisite Certificates of Appropriateness and building permits prior to starting work on the project as described.

The property owner realizes that he/she will not be eligible for additional design assistance until this project as described is completed in accordance with the design approved by the Landmark Commission.

Property Owner's Signature

Date

APPROVED - DENIED

Historic Preservation Officer

Date

Comments: