

DOVER DESIGN REVIEW PROCESS

The City of Dover has established an Architectural Review Board (ARB) to review applications for changes to the exterior of properties located in the designated Historic Districts and the designated Corridor Districts. The application for a Certificate of Appropriateness for changes to the exterior of the premises in the Historic Districts and Corridor Districts will be filed with the ARB and the application will be requesting that the ARB issue a Certificate of Appropriateness. This summary will aid Dover landowners and help persons in the Historic Districts and Corridors to understand when a Certificate of Appropriateness is required and the procedure that will be followed to obtain the Certificate. A clear understanding of the application process, information required and the use of the guidelines will help the applicant through the process in a timely manner.

The Historic Districts are:

- a. The Historic Downtown District;
- b. The East Third Street Historic District;
- c. The East Iron Avenue Historic District; and
- d. North Wooster Historic District.

The Dover Corridor Districts are:

- a. Wooster Avenue from the northern city corporation limit to the entrance to the City Park;
- b. State Route 39 and concurrent portions of State Route 211 from the western corporation limits to the intersection of Tuscarawas Avenue and Slingluff Avenue;
- c. State Route 39 from the corporation limit to the intersection with West Third Street, continuing along West Third Street to Tuscarawas Avenue; and
- d. Ohio Avenue from the western corporation limit to North Wooster Avenue.

WHEN IS A CERTIFICATE OF APPROPRIATENESS REQUIRED?

A certificate of Appropriateness is required in any Historic District or Corridor District prior to the issuance of a building permit, or any other substantial change affecting the appearance of the property. Such changes include the style, color or texture of exterior building materials, doors, windows, signs, light fixtures, moldings, railings, etc. Other substantial changes would include fences, decks, patios or major additions to landscaping, etc. The determination as to what constitutes a substantial change affecting the appearance of the property is on the part of the City and in particular at the discretion of the Building and Zoning Codes Administrator.

No certificate is required for routine maintenance and repair that does not involve structural changes or substantial changes to the appearance of the property. The determination as to what constitutes a substantial change affecting the appearance of the property is on the part of the City and in particular at the discretion of the Building and Zoning Codes Administrator.

A Certificate of Appropriateness may not be required to abate emergency conditions. Emergency conditions will be deemed to exist when sudden unforeseeable circumstances cause a public safety hazard. Any construction, alteration or demolition made necessary due to imminent peril to life, health, or property can be considered an emergency condition. The determination as to whether or not emergency conditions exist is on the part of the City at the discretion of the Building and Zoning Codes Administrator and/or the Fire Chief.

APPROVAL CRITERIA FOR A CERTIFICATE OF APPROPRIATENESS

When considering an application for a certificate of appropriateness, the ARB shall judge if the proposed alterations or changes are compatible with the following elements of design:

- a. Height and Scale;
- b. Proportions of windows, doors, sign lettering and other design features;
- c. Shape of Roof;
- d. Material, texture and colors; substitute materials may be used if the materials may be installed without irreversibly damaging or obscuring the architectural features or trim of the buildings, and the substitute material can match the original material in size, profile, and finish without changing the historic character of the building or area;
- e. Directional expression or the horizontal or vertical character of the structure; and
- f. Landscaping.

APPLICATION PROCESS

An applicant for a Certificate of Appropriateness must submit a completed application with the required supporting documentation to be placed on the agenda for review by the ARB. Applicants are strongly encouraged to contact the Building and Zoning Codes Administrator at the earliest point in the planning process to discuss the proposed project. The ARB meets monthly or will meet as needed to expedite the review and hearing process. After a review of the project, the ARB has three options:

- a. To approve the project and issue a Certificate of Appropriateness;
- b. To table the application for a further review and consideration; and
- c. To deny the Certificate of Appropriateness.

APPEAL PROCESS

A party denied a certificate of appropriateness may appeal to the Dover Board of Zoning Appeals. If denied by the Board of Zoning Appeals the applicant may request further review with the Tuscarawas County Court of Common Pleas.