

CINCINNATI'S HISTORIC CONSERVATION OFFICE COA SUBMITTAL LIST

1. Site plan including street names, building footprints, parcel lines
2. Map showing the building and context
3. Elevation drawings, floor plans, roof plan if applicable labeled N,S,E,W and front, sides and rear
4. Labeled photos of all sides of the building and a few streetscapes for context
5. Window brochures and cut sheet (unless product is on the approved list)
6. Roof product information (brochure)
7. Site line drawings for any roof additions and show drainage
8. Show existing chimneys and label their retention
9. Garage door brochures
10. Sample materials i.e. brick samples
11. Landscaping plans if applicable
12. Fence drawings of style, fence brochures or photo of a sample fence
13. Signs; drawings, photo showing the sign on the building, mounting info, materials, colors and illumination
14. Mature tree removal requires a letter from an arborist stating its poor health
15. All written correspondence submitted by the applicant and other affected persons
16. All demolitions cases must fill out economic hardship questionnaire
17. Tentative project schedule
18. Number of residential units and /or square feet of commercial space
19. Estimated total project budget
20. Number of permanent jobs created if any
21. The Hamilton County auditors record, a copy of your or other documentation showing ownership of the property
22. A letter of permission to do alterations if a tenant applicant
23. A list of the applicants' witnesses and expert witnesses who you expect to testify at the hearing or legal counsel, if any

4/6/15