

**CITY OF VAN WERT, OHIO  
DESIGN REVIEW BOARD  
CERTIFICATE OF APPROPRIATENESS APPLICATION  
FOR THE DOWNTOWN DISTRICT**

|  |                      |
|--|----------------------|
| For Staff Use Only:                    |                      |
| Application Number: _____              | Date Received: _____ |
| Design Review Board Approval on: _____ | Signature: _____     |

**Applicant Information**

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

Applicant Name: \_\_\_\_\_ Day Telephone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Day Telephone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Check all items that apply to your project:**

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> New Construction or Alteration | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Exterior Painting              | <input type="checkbox"/> Demolition  |
| <input type="checkbox"/> Signage or Graphics            | <input type="checkbox"/> Other _____ |

**Work Description (Please attach the following)**

Describe the proposed project, including changes to the building, site zoning, or lot. Be Specific as possible, include features to be removed and/or added. Indicate materials to be used and the manufacturer.

Applicant or Authorized individual must meet with the Design Review Board before a building permit is approved. At this meeting the applicant must provide photos of existing structure as well as a proposed drawing (in triplicate) along with this form for Board approval.