APPENDIX A - ARCHITECTURAL AND HISTORIC PRESERVATION DEFINITIONS AND TERMINOLOGY

Acquisition: The act or process of acquiring fee title or interest other than fee title of real property (including acquisition of development rights or remainder interest).

Anthemion: A stylized palmette or honeysuckle decoration used in classical architecture.

Arcade: A row or series of continuous arches; a covered passageway with a series of open archways on one or both sides.

Arch: Multiple masonry units combined to structurally bridge over an opening in the wall by translating the vertical load into diagonal thrust at the sides of the arch, with the joints between the units radiating from a common center.

Architrave: In classical architecture, the bottom band of an entablature, located immediately above the column capitals. A molded trim band surrounding the sides and top of a rectangular wall opening.

Archivolt: An ornamental molding or band following the curve or underside of an arch.

Ashlar: A wall constructed of quarried stone building blocks that have been squared and finished with a smooth surface.

Association: Association is the direct link between an important historic event or person and a historic property. Like feeling, association requires the presence of physical features that convey a property’s historic character.

Balloon frame: A wood framing system composed entirely of 2” x 4” members, with corner posts and studs running continuously from the sill plate at the foundation to the roof plate and intermediate floors supported by ribbons attached to the studs.

Baluster: One of several small columns or rods that support a railing or balustrade such as a turned wood spindle.

Balustrade: A railing with upper and lower rails, balusters and pedestals.

Dargeboard: One of a pair of sloped boards at the edge of a projecting cave at a gable end.

Bas-relief: A low relief carving in which no portion of the form is undercut.

Battlement: A fortification wall with alternating higher and lower sections to provide protection for the defenders.

Bay window: A projection from the main wall of a building with windows on all sides and its own foundation and roof; and, relatively small compared with the main portion of the building.
Belt course: Also known as Stringcourse. A projecting horizontal molding separating parts of a wall surface, especially in masonry construction types.

Bracket: An angled support that helps to transfer the load of a horizontal structural member to a vertical one; also a decorative element in the corner of an opening or below a projection.

Buttress: A projecting pier used to stiffen a masonry wall, especially when on the exterior of the wall.

Cantilevered: A beam or truss with an unsupported end projecting past the bearing; may support a building overhang, or balcony.

Cartouche: A bas-relief, scroll shaped ornament; a raised circular or oval decoration, especially when in the center of other bas-relief elements.

Casement: A window sash hinged on one side so that it opens by swinging in or out.

Chamfer: A 45-degree bevel cut at an outside corner of a building element used with wood, stone and concrete to reduce impact damage and for ornamentation.

Clapboard: One of a series of boards used for siding, roofing or sometimes flooring most often with a tapered cross section.

Classical: Of the style or period of premedieval Greek or Roman art, architecture or literature.

Colonnade: A series of columns supporting an entablature.

Comprehensive Historic Preservation Planning: The organization into a logical sequence of preservation information pertaining to identification, evaluation, registration and treatment of historic properties, and setting priorities for accomplishing preservation activities.

Coping: A water-resistant covering of the top wall; typically overhangs the sides of the wall to provide a drip for rain; common materials include stone, terra-cotta and metal.

Corbel: A stepped portion of a masonry wall.

Corner board: One of a pair of boards installed with an L-shaped plan at an outside corner of a building with wood siding; clapboard or shingle siding usually abuts the sides.

Cornice: The projecting moldings forming the top band of an entablature, wall or other element.

Cornice return: The extension of a cornice in a new direction, especially where the raked cornice of a gable end returns horizontally a short distance.

Crenellated: Having a parapet wall in the form of a battlement.
Crown: The head or top part of an arch; the top projecting portion of a cornice.

Cupola: A small structure projecting above a roof that provides ventilation or is used as a lookout, especially with a hemispherical roof on a circular or polygonal drum.

Curtain-wall: A non-load-bearing exterior wall supported by the skeleton frame of a building; typically used in mid-rise and high-rise buildings; may be of any material often masonry or glass.

Dentil: In classical cornices and entablatures, one of a series of small, decorative blocks that alternate with a blank space, typically rectangular with a molding above and below.

Design: Design is the combination of elements that create the form, plan, space, structure and style of the property. It includes considerations such as: the structural system; massing; arrangement of spaces; pattern of fenestration; textures and colors of surface materials; building type; amount and style of ornamentation; and materials. The design of districts relates not only to individual buildings within the district, but with spatial relationships between major features, visual rhythms in a streetscape or landscape, the layout of materials for walkways and streets, and features such as statues, parks and water fountains.

Dormer window: A small structure that projects from a sloping roof, with a window in the downslope end.
Double hung: A window with two sashes that slide past each other vertically; typically the lower sash slides behind the inside of the upper sash.
Drip molding: Any projecting molding that forms a drip; may be inverted.

Eaves: The projection of a roof beyond the wall below; most often used to refer to the edge or underside of a roof.

Entablature: In classical architecture, the entire band of horizontal elements above the column capitals; composed from bottom to top of the architrave, frieze and cornice.

Façade: The front wall of a building, or the wall in which the principal entrance is located.
Fascia: A flat, wide, horizontal band on a wall surface, especially the bands in an architrave.

Feeling: Feeling is a property’s expression of the aesthetic or historic sense of a particular period of time. The presence of physical features when taken together, convey the property’s character.

Fenestration: The arrangement of openings, i.e windows or doors, in a building façade.

Flat Arch: Also known as a Jack Arch. An arch with a horizontal or nearly horizontal intrados; has little or no convexity.

Fretwork: A screen or lattice composed of intricate, interlaced openwork.

Frieze: The flat, middle portion of an entablature; any long, narrow horizontal band on a building.

Gable: A wall that encloses the end of a gable roof; a triangular gable end below a roof overhang.

Glazing: The clear or translucent material through which light passes in to a building; most often glass.

Half-timbered: A building constructed with a timber frame infilled with plastered noggin so that the timbers form a geometric pattern on the exterior.

Hip roof: A roof that slopes inward from all exterior walls.

Historic Context: A unit created for planning purposes that groups information about historic properties based on a shared theme, specific time period and geographical area.

Historic Property: A district, site, building, structure or object significant in American history, architecture, engineering, archeology or culture at the national, State, or local level.

Hoodmold: A projecting molding over a wall opening; used to divert rainwater away from the wall opening.

Incised work: A decorative pattern cut into the surface of a finish material.

Integrity: The authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period.

Intensive Survey: A systematic, detailed examination of an area designed to gather information about historic properties sufficient to evaluate them against predetermined criteria of significance within specific historic contexts.

Intrados: The inner curve or face of an arch or vault forming the concave underside.

Inventory: A list of historic properties determined to meet specified criteria of significance.
Jack Arch: See Flat Arch.

Lancet window: A narrow window with a pointed arch head.

Lintel: A structural beam spanning over a door or window opening.

Location: Location is the place where a historic resource was constructed or where a historic event occurred. The relationship between the resource and its location provides the context for its significance.

Lunette: A semicircular window.

Mansard roof: A two-pitched roof with a steep lower slope that rises from all of the formal facades of the building; the nearly flat upper slope may not be visible from the ground level; the lower level typically starts from the cornice line of the floor below.

Materials: Materials are the physical elements that were combined during a particular period of time and in a particular pattern or configuration to form a historic property. Materials are reflective of the preferences of those who created a building and the available materials and technologies of the time period.

Mullion: A vertical element between two window or door frames; typically not a structural support for a building.

Muntin: The small molding or bar that separates the individual panes of a multi-paned window sash.

National Register Criteria: The established criteria for evaluating the eligibility of properties for inclusion in the National Register of Historic Places.

Oculus: A round window, especially the opening at the top of a dome.

Oriel: A projection from the main wall of a building in the form of a bay window that starts above ground level; may be supported on corbels, brackets or an engaged column.

Palladian window: A Classical Revival style window in a Palladian motif with a center fanlight flanked by two rectangular windows.

Parapet: The part of the wall that projects above the adjacent roof.

Pedestal: A low structure that supports a column or other element, or is part of a balustrade, most often with a square or rectangular plan.

Pediment: The triangular gable end of a classical building.
Pier: A square or rectangular masonry or wood post projecting less than a story above the ground that carries the weight of a structure down to the foundation.

Pilaster: An engaged column of rectangular cross section, with base and capital; typically projects a distance that is one third or less of the width of the column.

Porte cochere: A covered area over driveway at a building entrance.

Portico: A columned porch.

Preservation: The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

Property Type: A grouping of individual properties based on a set of shared physical or associative characteristics.

Quoins: A large rectangular block of stone used to physically and aesthetically fix an outside corner of a building; typically in a toothed form with alternate quoins projecting from the corner.

Rafter: One of a series of parallel, sloped, roof beams that support the sheathing or roof covering.

Raked: A sloped or pitched surface, or a sloped element.

Reconnaissance Survey: An examination of all or part of an area accomplished in sufficient detail to make generalizations about the types and distributions of historic properties that may be present.

Reconstruction: The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Rehabilitation: The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

Research design: A statement of proposed identification, documentation, investigation, or other treatment of a historic property that identifies the project's goals, methods and techniques, expected results, and the relationship of the expected results to other proposed activities or treatments.
Restoration: The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

Rusticated: Cut stone having strongly emphasized recessed joints and smooth or roughly textured block faces. The border of each block may be rebated, chamfered or beveled.

Sample Survey: Survey of a representative sample of lands within a given area in order to generate or test predictions about the types and distributions of historic properties in the entire area.

Sash: The part of the window frame that holds the glazing.

Setting: Setting is the physical environment of a property. Setting refers to the character of the place where the property played its historical role. It involves how, not just where the property is situated and its relationship to surrounding features and open space.

Sidelight: A narrow window adjacent to a door or wider window, and the same height as the door or window; most often flanking an entrance door.
Soffit: The exposed underside of a relatively narrow surface.

Spandrel: In a curtain-wall building, the panel between a window sill and the window head above.

Spindle: A wood architectural element that has been turned on a lathe.

Statement of objectives: See Research design.

Storefront: A storefront is often the most defining architectural feature of a historic commercial building. It is often altered to accommodate a store’s advertising and merchandising strategy. It is essential to identify and evaluate storefront construction materials, architectural features, and the relationship of those features to the upper stories.

Stringcourse: See Belt course.

Trabeated: Descriptive of construction using beams and lintels, following the principle of post and lintel construction, as distinguished from construction using arches and vaults.

Tracery: The curvilinear openwork shapes of stone or wood creating a pattern within the upper part of a Gothic window.

Transom: A fixed horizontal member that divides the upper and lower portions of a window; a transom light is above the transom bar of a door.

Vault: An arched masonry ceiling or roof structure.

Vergeboard: See Bargeboard.

Window fenestration: Window fenestration is the arrangement and pattern of windows on a building façade. It is one of the most important character defining elements of a historic building and should be preserved. Windows on primary elevations within public view are particularly important.

Workmanship: Workmanship is the physical evidence of the artisan crafts of a particular culture within a given period of history, such as tooling, carving, painting, graining, turning and joinery.
SECRETARY OF THE INTERIOR’S STANDARDS FOR REHABILITATION

More information available at: https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
City of Wadsworth/Downtown Design Review Application for Certificate of Appropriateness

SUBMIT APPLICATION TO CITY OF WADSWORTH:
HTTP://WWW.WADSWORTHCITY.COM/ | 330.335.1521
CITY OF WADSWORTH | 120 MAPLE STREET | WADSWORTH, OH 44281
JEFF KAISER | JKAISER@WADSWORTHCITY.ORG | 330.335.2752

SEE PAGES 3-4 OF THIS FORM FOR SUBMITTAL REQUIREMENTS AND GUIDANCE

Address of Property:

Property Owner Name(s):

Property Owner Address:

Property Owner Contact Info:

<table>
<thead>
<tr>
<th>Phone</th>
<th>E-mail</th>
<th>Fax (if available)</th>
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Have you reviewed the Main Street Wadsworth Design Review Guidelines?

☐ Yes  ☐ No

Is the building on the National Register of Historic Places?

☐ Yes  ☐ No

Scope of project to include: (Please check appropriate items.)

☐ Awnings/Shutters  ☐ Doors, Windows, Entrances  ☐ New Structure
☐ Sign(s)  ☐ Complete Façade Restoration  ☐ Lighting
☐ Roof  ☐ Partial Façade Restoration  ☐ Demolition
☐ Landscaping  ☐ Painting  ☐ Addition
☐ Access  ☐ Fencing  ☐ Gutter
☐ Parking  ☐ Siding  ☐ Other: ________
☐ Energy Conservation  ☐ Artwork

Briefly explain the proposed work (attach extra sheets if necessary):
City of Wadsworth/Downtown Design Review Application for Certificate of Appropriateness

Please submit the following information:

- One historical (if available) and one modern photograph of building
- Eight (8) copies of plans of proposed work, including color and/or material samples, if appropriate

Estimated total cost/budget for proposed project:

Do you have any questions or concerns?

I understand the criteria for this application, approval, and reviews by the Design Review Board and agree to be subject to the Secretary of the Interior’s Standards for the above-described work in accordance with City ordinances.

Signed: ____________________________ Date: ____________________________
Signature of Property Owner or Authorized Applicant

FOR OFFICE USE ONLY

Application Number: ____________________________ Date Received: ____________________________

Received By: ____________________________

Date of Meeting: ____________________________

Decision: [] Granted [] Conditions (explain below) [] Denied (explain below)

Conditions of Approval or Reasons for Denial: ____________________________

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City of Wadsworth/Downtown Design Review Application for Certificate of Appropriateness

SUBMITTAL REQUIREMENTS

Eight (8) copies of the following items must be submitted at the time of filing of the application in order for an application to be reviewed by the Design and Review Board:

☐ The completed application form.
☐ Photographs of existing conditions on the site where proposed changes will be occurring.
☐ Detailed information illustrating the proposed changes to a building and/or site element including the following, as applicable:
  1. A complete description of the proposed changes to a structure and/or site element including design, location, materials used, and color. Such description should include a graphic portrayal of the proposed changes as well as a text narrative.
  2. A site plan indicating a new building or changes to the footprint of an existing building, accessory structure, fencing, sign, landscaping, parking area, driveway, or other site element. Site plans shall be to scale, include dimensions of existing and proposed items, indicate distances of structures and pavement from property lines and show the location of any known easements.
  3. Manufacturer’s literature, material samples, or color samples that assist in the description of a proposed structure or site element.

☐ The following additional information is necessary for SIGN SUBMITTALS:
  1. The location and size of all existing signs on the subject property
  2. The location of all proposed signs on the subject property. For freestanding signs, indicate the distance from all property lines within 50 feet of the sign base.
  3. A scaled elevation drawing of all proposed signs indicating the following:
     A. The width and height of the display area
     B. Sign text (including text height)
     C. The area of each sign and the total area of all signs (only one side of a freestanding sign is calculated for its area)
     D. Colors of the proposed signs (including black and white)
     E. The total height of freestanding signs, including the base
  4. The linear feet of building frontage facing all public rights-of-way for applications with proposed building signs
  5. The lineal feet of property frontage along all public right-of-way for applications with proposed freestanding signs for properties with frontage greater than 200 feet

☐ Other information necessary for the evaluation of the application as deemed necessary by the Design and Review Board or Planning and Zoning Division.

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<td><strong>Materials</strong></td>
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<td><strong>Context</strong></td>
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<td><strong>Pedestrian Friendly</strong></td>
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RESOURCES


Main Street Wadsworth website. Available at www.mswadsworth.org.


Medina County Ohio Geneology & History. Available at http://www.rootsweb.ancestry.com/~ohmedina/.


The following is a list of NPS Technical Preservation Brief topics available:
1. Cleaning and Water-Repellant Treatments for Historic Masonry Buildings
2. Repointing Mortar Joints in Historic Masonry Buildings
3. Improving Energy Efficiency in Historic Buildings
4. Roofing in Historic Buildings
5. The Preservation of Historic Adobe Buildings
6. Dangers of Abrasive Cleaning to Historic Buildings
7. The Preservation of Historic Glazed Architectural Terre-Cotta
8. Aluminum and Vinyl Siding in Historic Buildings
9. The Repair of Historic Wooden Windows
10. Exterior Paint Problems on Historic Woodwork
11. Rehabilitating Historic Storefronts
12. The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)
13. The Repair and Thermal Upgrading of Historic Steel Windows
14. New Exterior Additions to Historic Buildings: Preservation Concerns
15. Preservation of Historic Concrete
16. The Use of Substitute Materials on Historic Building Exteriors
18. Rehabilitating Interiors of Historic Buildings-Identifying Character-Defining Elements
19. The Repair and Replacement of Historic Wooden Shingle Roofs
20. The Preservation of Historic Barns
21. Repairing Historic Flat Plaster- Walls and Ceilings
22. The Preservation and Repair of Historic Stucco
23. Preserving Historic Ornamental Plaster
24. Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
25. The Preservation of Historic Signs
26. The Preservation and Repair of Historic Log Buildings
27. The Maintenance and Repair of Architectural Cast Iron
28. Painting Historic Interiors
29. The Repair, Replacement, and Maintenance of Historic Slate Roofs
30. The Preservation and Repair of Historic Clay Tile Roofs
31. Mothballing Historic Buildings
32. Making Historic Properties Accessible
33. The Preservation and Repair of Historic Stained and Leaded Glass
34. Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament
36. Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
37. Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
38. Removing Graffiti from Historic Masonry
39. Holding the Line: Controlling Unwanted Moisture in Historic Buildings
40. Preserving Historic Ceramic Tile Floors
41. The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront
42. The Maintenance, Repair and Replacement of Historic Cast Stone
43. The Preparation and use of Historic Structure Reports
44. The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
45. Preserving Historic Wooden Porches
46. The Preservation and Reuse of Historic Gas Stations
47. Maintaining the Exterior of Small and Medium Size Historic Buildings


National Trust for Historic Preservation. For more information go to http://www.preservationnation.org/.

Ohio Development Services Agency (ODSA) –Grants, Loans, Bonds, Tax Credits. For more information go to http://development.ohio.gov/cs/cs_ohptc.htm.

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Ohio Main Street Program (Heritage Ohio). Available at http://www.heritageohio.org/programs/ohio-main-street-program/.


Wadsworth Memorial: an account of the proceedings of the celebration of the sixtieth anniversary of the first settlement of the township of Wadsworth, Ohio; with the addresses, historical papers, and poems presented on that occasion, also, a brief sketch of the history of the present time with sketches of the early history of the adjoining townships to which is annexed biographical sketches of the more prominent pioneer settlers and their families. By Edward Brown. 238 pages. Readable online. Available at http://catalog.hathitrust.org/Record/008652368


Appendix F: Historic Main Street Wadsworth Architectural Styles and Types

Grace Lutheran Church (built in 1919), located at 146 High Street, provides an excellent example of the Gothic Revival Style:

Saint Mark’s Episcopal Church (built in 1842), located at 146 College Street, represents the Classical Revival Style:
APPENDIX G: LANDMARKS AND NATIONAL REGISTER OF HISTORIC PLACES

KEY:
NR - Listed on National Register Individually, or as part of Historic District
NR C - Contributing Property to National Register Historic District
NR NC - Non-Contributing Property to National Register Historic District

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<th>NR C/NC</th>
<th>NPS No.</th>
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<td>Congregational Church</td>
<td>NR C</td>
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<td>Classical/Greek Revival</td>
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OHIO NOMINATION’S PROCEDURE AND FLOW CHART

The State Historic Preservation Office is the official representative of the National Park Service (NPS) in guiding and reviewing Ohio nominations made to the National Register. It is our responsibility to ensure that nominations are technically complete and accurate and that they meet the nomination criteria for eligibility.

In Ohio, anyone may fill out the National Register nomination form to nominate an eligible property to the National Register of Historic Places. Once a nomination is complete, the property owner(s), appropriate local officials, and other interested parties are notified and given an opportunity to comment on the proposed listing. In the case of a historic district where more than 50 properties are involved, a public notice in the local newspaper and a public hearing help ensure that every property owner has a chance to respond.

Following the notification period, the nomination is scheduled for review by the Ohio Historic Site Preservation Advisory Board (OHSPAB). The board is a 17-member panel appointed by the governor to advise the State Historic Preservation Officer. The board reviews the nomination to determine whether it meets the criteria for listing in the National Register of Historic Places. If the Board approves the nomination at one of their quarterly meetings, it is reviewed a final time by SHPO staff and signed by the State Historic Preservation Officer. Once the nomination is approved at the state level, it is sent to the National Park Service for a final review. Upon approval by the National Park Service, the nomination is listed in the National Register of Historic Places.

For more information https://www.ohiohistory.org/preserve/state-historic-preservation-office/nationalregister/nrpacket/process-for-nominating-a-property
1. Process for Nominating a Property to the National Register of Historic Places

Before beginning the National Register of Historic Places nomination process, please contact SHPO.

It is normal for nominations to take up to nine months to one year to get listed from the point of first submission. Nominations usually go through two drafts before being scheduled for an OHSPAB meeting. Nominations that are submitted with all required components: all sections of the form filled out including substantive completion of Sections 7 and 8, USGS map, and photographs will be considered complete submissions. (See Checklist) Nominations that are incomplete, i.e. missing photos or substantial text from the narrative sections will be accepted but not scheduled for review until all necessary items have been submitted. SHPO will notify the preparer of any missing elements that need to be submitted.

Complete nominations submitted at any time during the calendar year will be scheduled for a 60 day review period. The nominations, once determined to be finalized and ready to move forward will then be scheduled for the next appropriate OHSPAB meeting. Submitting a nomination prior to the first submission deadline does not guarantee that it will be scheduled for the next scheduled meeting.
2. Process for Nominating a Property to the National Register of Historic Places

Property owners, local government entities, and State Representatives are notified via certified letter at least 60 days prior to the OHSPAB meeting for properties located in a Certified Local Government (CLG) and 30 days prior for properties located in a non-CLG.

OHSPAB meeting agenda and presentation order are posted on the SHPO website (see below) three weeks prior to the meeting. Property presentations are ordered by distance, closest first, to give time for property owners and attendees coming from farther away more travel time.

Attendees RSVP to SHPO no later than the week of the OHSPAB meeting. RSVP deadline will be included in notification letters. Anyone can attend the meeting regardless of affiliation with a property being nominated.

Short, two minute Power Point presentation on each property is given by SHPO staff member.

After each presentation the board votes to give their recommendation on whether the property meets the National Register criteria and should be forwarded to the National Park Service (NPS).

Just what is OHSPAB?
The Ohio Historic Site Preservation Advisory Board is a 17-member, governor appointed board that advises the State Historic Preservation Officer and the Ohio History Connection Board of Trustees on historic preservation issues. The advisory board evaluates the significance of properties nominated to the National Register of Historic Places and makes recommendations to the State Historic Preservation Officer.

The advisory board meets four times a year. The board includes a majority of professionals such as architects, historians, planners, architectural historians, archaeologists, and public members from around the state who have expertise in Ohio history, architecture, and archeology. Board members demonstrate a knowledge of and interest in historic preservation.

*Want to know if your property is in a Certified Local Government? Check out our website to learn more.
http://www.ohiohistory.org/clg

Website for OHSPAB agenda and meeting information: http://www.ohiohistory.org/nationalregister
3. Process for Nominating a Property to the National Register of Historic Places

- Following OHSPAB, all nominations that were approved with no changes recommended by the board are given a final review. Any remaining technical items identified as yet to be addressed must be completed by the preparer.

- Nominations ready for signature are printed on acid free paper and compiled into the final packet. Nominations are signed and sent to NPS.

- NPS begins its 45-day review period once nominations are received. Owners are notified via letter that the nomination was approved and forwarded.

- If the National Register of Historic Places staff approves the nomination, the property is officially placed in the National Register of Historic Places.

- SHPO is notified of weekly listings and then notifies property owners and interested parties of the listing via letter.

- Following OHSPAB, all nominations that are approved, but with changes recommended by the board are returned to the preparer with a memo outlining Board requested items or questions. Any remaining technical items identified as yet to be addressed must be completed by the preparer.

- Nomination returned to SHPO and given final review.

- Nominations returned to SHPO and are reviewed by staff. If all issues have been addressed, the nomination is scheduled for next appropriate OHSPAB meeting.

Did you know? The final review following OHSPAB is the step that often slows most nominations down in the process. Nominations that are approved by OHSPAB with no changes can conceivably be sent to NPS immediately following the meeting. Incorrect or missing photos, USGS maps, and photo CDs are the most common technical deficiencies holding nominations from being sent forward. The more complete the nomination submission, the faster it will move through the process.