



# CITY OF WELLSTON

203 E Broadway St.  
Wellston, OH 45692  
740.384.2720

[www.cityofwellston.org](http://www.cityofwellston.org)

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## ***CERTIFICATE OF APPROPRIATENESS PROCESS***

Any exterior alterations, new construction, or demolition in the Wellston Historic District must first be approved by the Wellston Historic Review Board (WHRB) or its staff. The WHRB is made up of five residents of Wellston who have a strong interest in historic preservation. The proposed plans will receive a detailed review to ensure the changes follow the Wellston Historic District Review Guidelines prior to issuance of a Certificate of Appropriateness (COA). There is no charge to obtain a COA.

The following information is required, along with a completed application, before a review can be conducted:

### ***NEW CONSTRUCTION***

Scaled Drawings  
Site Plan  
Photographs  
Material List

### ***ADDITIONS/ALTERATIONS***

Photographs  
Scaled Drawings  
Material List

### ***SIGNS***

Scaled Drawings  
Location of Sign on Property  
Photographs  
Width of Building  
Lot Frontage

### ***DEMOLITION***

See Review Board for List of Required Documents

The COA application will be reviewed by the WHRB or its staff. If the application follows the Wellston Historic Review Guidelines, then staff can approve the application. Most applications are approved within a few working days.

The completed application must be submitted no later than 14 days prior to the scheduled alteration. If the application is not in compliance with the Wellston Historic District Review Guidelines, the WHRB will collaborate with the applicant to meet/understand the requirements.

It may also be necessary to apply for a building or zoning permit. Applications are available at the Wellston City Building.

Completed forms can be mailed or hand-delivered to the Wellston City Building, Attn: Historic Review Committee, 203 East Broadway Street, Wellston, Ohio 45692.

*\*Additional information can be found in the Wellston Codified Ordinance, Chapter 155: Historic Preservation.*