

Historic Preservation Quick Tips

- The Historic Preservation Code states No Person shall make any change to any Historic Property without first obtaining a Certificate of Appropriateness.
- The City of Springboro Design Guidelines, Certificate of Appropriateness application, and other useful information may be found on the City's Historic Preservation page <https://www.cityofspringboro.com/241/Historic-Preservation>
- Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Your historic property project may also require a permit from the Springboro Building Department if it involves work such as structural changes to the building like an addition or electrical work. Contact the Building Department, 937-748-9791, to check whether a permit is needed.
- You are encouraged to contact City staff early in your project to get direction on the Certificate of Appropriateness process. The ARB can also review your project on a preliminary basis to give you feedback before you prepare your Certificate of Appropriateness project.



**PRESERVE ONE OF THE
MOST IMPORTANT
ASSETS IN YOUR
NEIGHBORHOOD:
YOUR PROPERTY**

**City Requirements for
your Historic Property**

CONTACT

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or visit:

<https://www.cityofspringboro.com/241/Historic-Preservation>

Architectural Review Board
City of Springboro Planning Office
320 W. Central Ave. Springboro, OH 45066



Architectural Review Board

PRESERVATION OF OUR ARCHITECTURAL HERITAGE

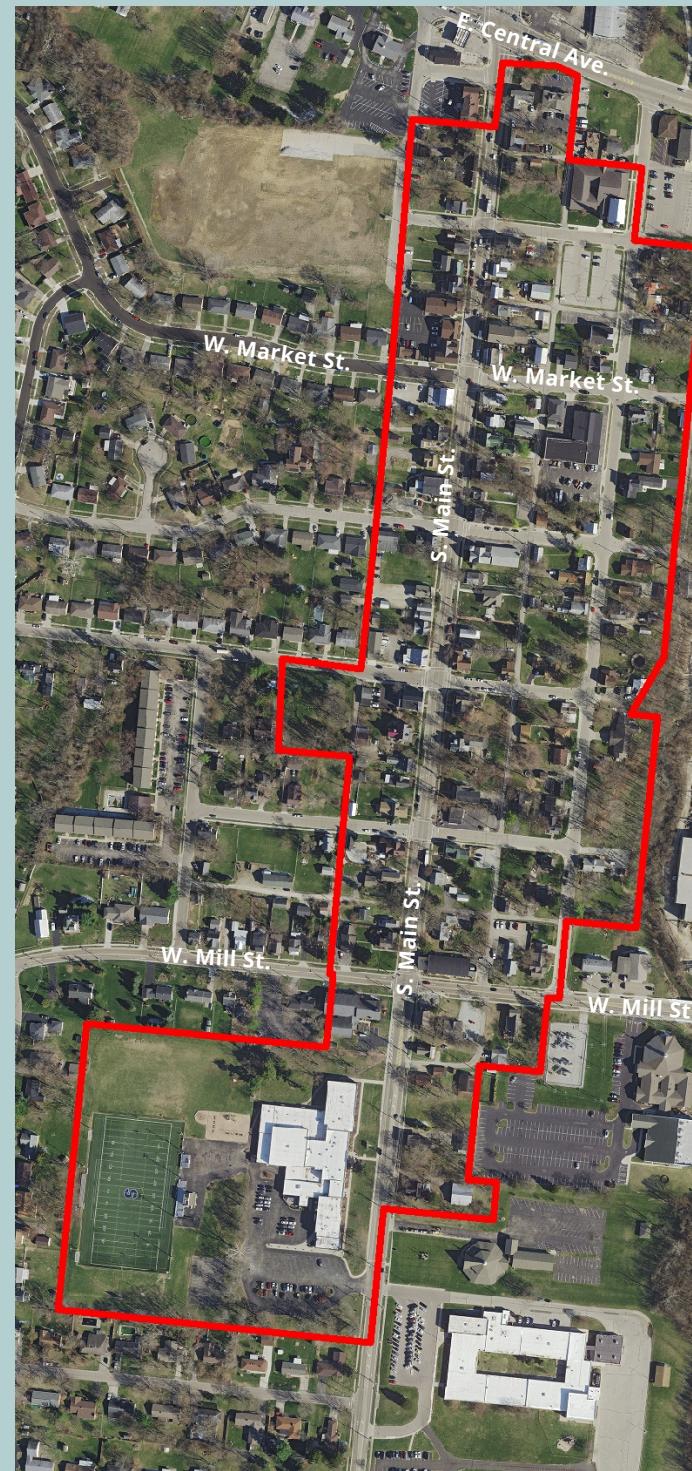
Your historic property, located in the Springboro historic district, is of great importance and value to the community, and therefore any exterior changes require approval from the City. This requirement helps ensure that your property maintains its unique character.

The Springboro Historic Preservation Code protects the City's architectural heritage through the work of the Architectural Review Board (ARB), a City Council-appointed board supported by City staff. Design guidelines have been in place since 2000 to provide standards that are geared to the Historic District's character and projects involving rehabilitation, new construction, streetscape, or building interiors. The Design Guidelines also include advice on maintenance, repairs, and information on local history. For more information, visit <https://www.cityofspringboro.com/241/Historic-Preservation>.

CERTIFICATE OF APPROPRIATENESS

Certificate of Appropriateness is the review process under which the ARB reviews and approves exterior changes to historic properties. **As a general rule, if the project changes the exterior appearance of a building in terms of appearance, exterior materials or color, a Certificate of Appropriateness is needed from the ARB.** City staff can assist you with the Certificate of Appropriateness application and review process. Maintenance and repair projects typically do not require a Certificate of Appropriateness and can be reviewed by City staff. The Certificate of Appropriateness review and approval process is free. Your project may also require a permit from the Springboro Building Department. Please contact us to help you along the way with your project.

SPRINGBORO HISTORIC DISTRICT



CERTIFICATE OF APPROPRIATENESS AND ARB APPROVAL IS NEEDED FOR THE FOLLOWING PROJECTS:

- Signs
- Windows
- Doors
- Roofing
- Paint changes
- Exterior fixtures
- Accessory structures
- Exterior painting
- Major repair including replacement, removal, or addition of materials and features
- Construction of an addition or accessory structure
- Construction of a primary building
- Subdivision of a Historic Landmark property
- Demolition or relocation of a historic district structure or Historic Landmark
- Fences
- Installation of new signage

CERTIFICATE OF APPROPRIATENESS NOT REQUIRED BUT CONSULTATION WITH CITY STAFF ADVISABLE:

- Concrete work
- Minor repair of siding, fascia, soffit, windows, roof or other features using in-kind materials, color and exterior painting
- Landscaping