

Questions and Answers

Q: Do I need a COA to plant a garden, build raised flower boxes, or change my landscaping?

A: Historic District Commissions do not regulate landscaping of any kind, including gardening, new plantings, or removal of existing landscaping. No COA is required.

Q: Can I have a garage / shed?

A: Any residential home can have up to two accessory structures, including garages and sheds. A COA is required to construct a new accessory structure.

Q: Who do I call for Nuisance issues?

A: Call Engage Toledo. (419) 936-2020.

Q: I want to sell my structure located in a Historic District. How do I proceed?

A: As the seller, you are required to disclose that the property is located in a Historic Overlay District.

Q: Will my project qualify for tax incentives?

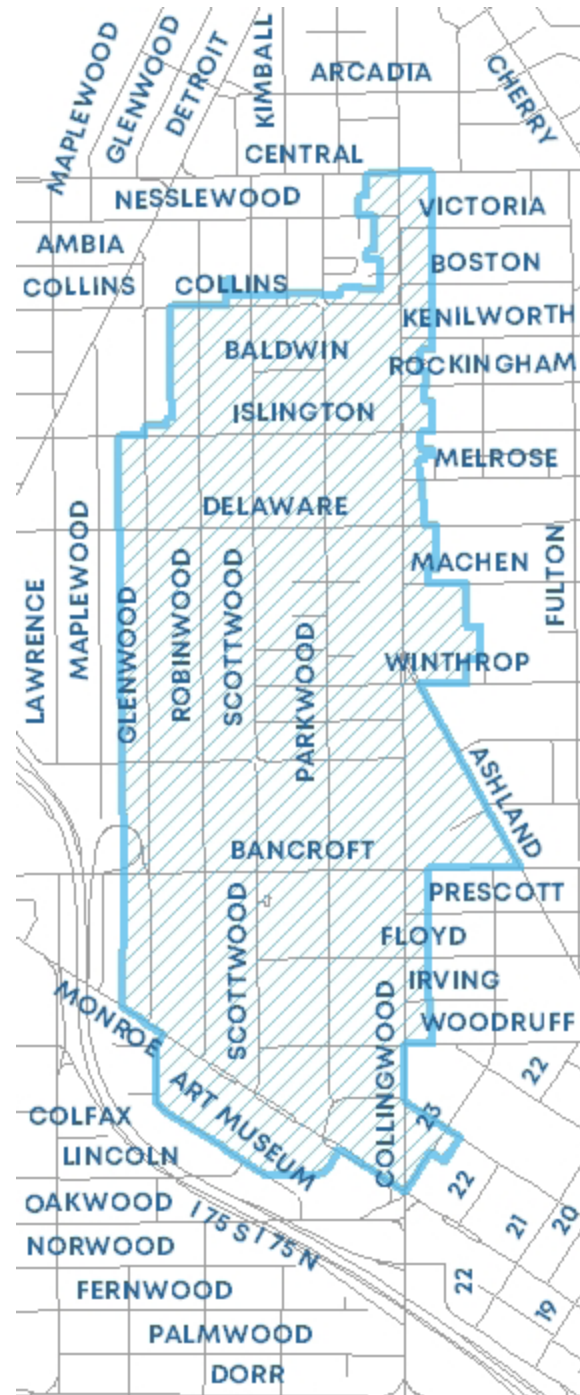
A: Many historic properties are located within Community Reinvestment Areas (CRAs) and may be eligible for tax abatements.

Q: How can I find contractors who have experience with historic buildings?

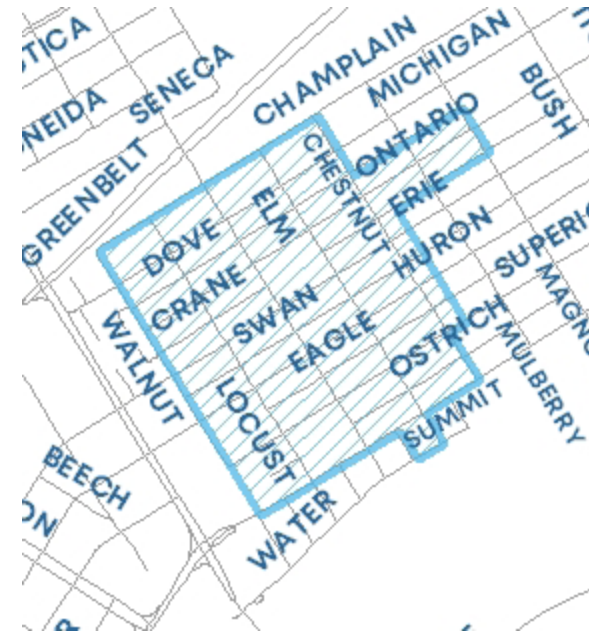
A: Neighborhood organizations or neighbors may be able to provide contact information for contractors who are familiar with historic properties and the COA process.

Historic District Boundaries

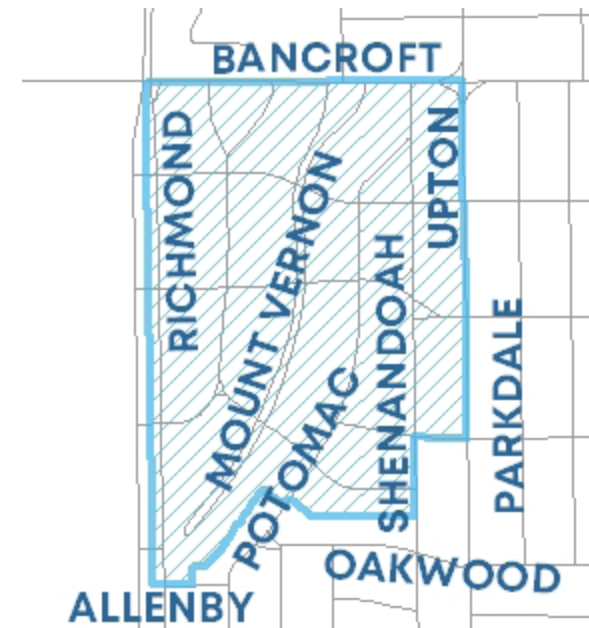
Old West End



Vistula



Westmoreland



Historic District Designation

Guidance for Homeowners



Old West End



Vistula



Westmoreland

I live in a Historic District. What does this mean?

Toledo's Historic Overlay Districts have been designated to protect and preserve the character of some of Toledo's most historic neighborhoods, protect invaluable community assets, manage growth, stabilize property values, and preserve our history.

Toledo's Historic Overlay Districts Ordinance was adopted by City Council in 1980 as Chapter 1153 of the City's Zoning and Planning Code. At that time the **Old West End** and **Vistula** neighborhoods were designated Historic Overlay Districts and separate Historic District Commissions established. The **Westmoreland** neighborhood was designated a Historic Overlay District by City Council in 1996.

In 1996, City Council established the Toledo City Historic District Commissions to administer any additional Historic Overlay Districts and to advise the City of Toledo on historic preservation issues.

If you live in one of these three City designated Historic Districts, you must first obtain a Certificate of Appropriateness prior to starting any exterior work on your property that requires a building permit.

What is a Certificate of Appropriateness?

A Certificate of Appropriateness (COA) is a permit issued by the respective Historic District Commission for any work which would require a building permit, including:

Exterior Changes New construction Demolitions

A COA must be acquired before obtaining a building permit to ensure that the proposed work adheres to the historic district's adopted standards and guidelines. Depending on the scale of the work, a COA may be approved administratively by the Plan Commission staff, or may be reviewed by the Historic District Commission.

Reviews involving repairs and reroofing involving no changes in appearance or materials can be approved administratively by Plan Commission Staff.

Reviews involving changes in material are completed within 30 days at a monthly Historic District Commission hearing. The appropriate Commission reviews plans and specifications submitted by the applicant for the proposed work.

Once approved, certificates are valid for one year from the date of approval. A COA may be extended for good cause if the request is submitted in writing to the Plan Commissions Staff prior to the expiration date.

Please note that all applications require pictures or drawings of the existing structure, and pictures or samples of the proposed materials.

How does a Historic District Commission conduct its review?

Each Historic District Commission holds monthly hearings which are open to the public. Property owners, abutting property owners, and other Historic District Commissions are notified electronically and by U.S. mail. Each application is reviewed individually to determine if the proposed change(s) are appropriate, and how the change(s) will impact the property, the property owner, and the Historic District. Commissioners are aided in decisions by the US Department of the Interior Standards for Rehabilitation and Guidelines for Preserving, Rehabilitating, Restoring & Reconstructioning Historic Buildings.

How do I apply for a Certificate of Appropriateness?

Applications for a COA are available at the Toledo-Lucas County Plan Commissions office and on their website, found below. Instructions for completing the application and a list of requirements are included on the form. Also available are application deadlines and meeting dates for each Historic District Commission and a listing of projects that can be administratively approved by staff. Completed applications should be submitted to the Plan Commissions' office.

Toledo-Lucas County Plan Commissions
One Government Center, Suite 1620
Toledo, OH 43604
(419) 245-1200.
<https://toledo.oh.gov/services/plan-commission>
Click "Forms"
Click "Historic District Reports"

Upon receipt of a COA, please check in with the Division of Building Inspection to see if a Certificate of Zoning Compliance or a Building Permit is required.

Division of Building Inspections
One Government Center, Suite 1600
(419) 245-1220
<https://toledo.oh.gov/services/building-inspection/>