

Village of Waynesville

Historic Preservation District

Quick Start Guide

When You **MUST** Contact the Historic Preservation Board (HPB)

Approval is required **before any work begins** on the exterior of a property within the Historic District.

Common examples include:

- Window or door replacement or changes
- Paint color changes
- Siding repair or replacement
- Architectural detail changes
- Porch additions, repairs, or railing updates
- Additions, garages, sheds, or garden buildings
- New home construction
- Fences
- Brick or masonry repair
- Demolition or structural changes

Note: This is not a complete list. When in doubt, ask first.

When HPB Approval is **NOT** Required

- Interior work only
 - Properties **outside** the Historic Preservation District
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Not Sure? Ask First

If you are unsure whether approval is needed, contact the Village:
513-897-8015

If Approval **IS** Required – Here's the Process

1. Obtain an Application

Pick up from the Village Office

Hours: Monday–Friday, 8:00 AM–12:00 PM, 1:00 PM–4:00 PM

2. Submit Your Application

- Complete all details describing your project
- Include clear photos and supporting materials
- Pay the **\$35 application fee**

3. Attend the Public Meeting if possible

- Your application will be reviewed by the HPB
- Present your project if you are able
- If it meets design standards, approval may be granted at this meeting
- Additional information may be requested if needed

4. Receive Approval Before Starting Work

- **Do not begin work until approval is granted**
- Some projects may also require zoning or county permits

Important Reminder

Starting work without HPB approval may result in delays, added costs, or required corrections.

Need More Details?

This guide is a starting point.

Refer to the **Historic Preservation District Design Standards Handbook** for full requirements and guidance.