

Received (stamp):



209 S. Main Street • Marysville, Ohio 43040
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CERTIFICATE OF APPROPRIATENESS IN THE HISTORIC DESIGN REVIEW DISTRICT

***** IMPORTANT INFORMATION - Please read before completing the application *****

- **Required** – Submission of a complete application, including all of the items listed in the application checklist.
- **Digital Only Submittals Preferred**
- Applications and applicable fees shall be submitted by no later than 5:00 p.m. on the application deadline date.
- Submitted applications and all checklist items shall be reviewed by the Division of Engineering for completeness. Submittals found to be incomplete will be **rejected** and the application **will not** be placed on the Board agenda. If an application is found to be incomplete, the applicant may submit the missing materials by the application deadline date to complete the application.
- **No late submittals or additional information will be accepted after the application deadline.**
- Please bring building facade and/or signage material samples to the meeting, as needed.
- Exterior work that requires approval by the Design Review Board shall not start until appropriate approved permits are obtained.

Project Site Information *(Please print clearly)*

Project Street Address: _____ Property Zoning District: _____

Company / Business Name: _____

Description of Proposed Project: _____

Owner of Property: _____

Owner's Address (Street): _____

City, State and Zip Code: _____

Owner's Telephone Number: _____

Applicant Information *(Please print clearly)*

Applicant: _____ Owner Agent Representative Other

Company: _____

Address (Street): _____

City, State and Zip Code: _____

Telephone Number: _____

E-mail Address: _____

I hereby attest to the truth and exactness of all of the information supplied on and with this application.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

FOR CITY USE ONLY

Paid (stamp):

Fees Due:

Additions - Commercial/Residential	\$100/\$75	_____
New Construction - Commercial/Residential	\$150/\$75	_____
Non Residential Demo	\$150	_____
Residential Demo	\$100	_____
Signs	\$25	_____

The application has been reviewed and is found to be complete.

City Staff

Date

DECISION OF THE DESIGN REVIEW BOARD

- Approved
- Disapproved
- Approved with conditions

Chairperson, Design Review Board

Date

Applicant Checklist Required Documents

Digital Submittal Required: All applications require a digital (.pdf) submittal (applications, plans, renderings, text, etc.) to be considered a complete application.

City Staff Meeting	<i>For Applicant</i>		<i>For Staff Use Only</i>	
			Yes	No
Pre-application meeting with City Staff to discuss and review application submission materials.				

Site Plan		Yes	No
Boundary lines of the proposed development and the total approximate acreage encompassed therein			
Site location map including north arrow and graphic scale			
Layout, numbering and dimensions of lots, if more than one			
Building setback lines with dimensions			
Off street parking area including:			
Dimension of driveway widths			
Location of existing and proposed curb cuts			
Location and size of parking spaces			
Dimension of the vehicular use area			
Location of existing and proposed sidewalks			
List of proposed materials for curbs, drives, and sidewalks			
Stormwater management facilities (Style and location only), including drainage swales			
Lighting plans showing locations, fixture types, heights, and photometrics with labeled intensities of all lighting types.			
Location of all mechanical hardware and equipment (roof, ground, and wall mounted)			
Exterior signage: Signage component illustrating the location, style, height, color, and size of the proposed signage for the site			

Building Elevation Drawing

Yes No

Location of all mechanical hardware and equipment (roof, ground, and wall mounted)			
Exterior signage: Signage component shall illustrate the location, style, height, color, and size of the proposed signage for the site			
Exterior lighting: The lighting component shall illustrate the location, style, height, and fixture color.			
Color Renderings of Building Elevations			
The year the building was originally constructed and any other pertinent historical information (photos, reports, newspaper articles, etc.)			
Elevations detailing all sides of the structure(s). The elevations shall identify and be clearly labeled with the following information:			
Appearance			
Architectural Style			
Materials			
Colors			
Dimensions			

Landscape Plan Drawing

Yes No

Boundary lines of the proposed development and the total approximate acreage encompassed therein			
Site location map including north arrow and graphic scale			
Off street parking area including:			
Dimension of driveway widths			
Location of existing and proposed curb cuts			
Location and size of parking spaces			
Dimension of the vehicular use area			
Stormwater management facilities (style and location only), including drainage swales			
All existing and proposed buildings and structures			
Overhead and underground utilities			
Fences			
Any other site features			
Existing vegetation or landscape features to <i>remain</i> and to be <i>removed</i>			

Yes No

Major Tree Preservation Plan including:			
Location, identification, and health condition of all major trees are to be noted			
Existing major trees to <i>remain</i> and to be <i>removed</i>			
New landscaping to be installed as part of the project. Plan shall include:			
A plant list identifying all plants by species, common name, and size to be installed			
Materials and vegetation shall be identified for all proposed landscaping			
Clearly identify the replacement trees separately from landscape requirements			
A color coded plan identifying each code requirement and applicable plantings color coded per each code requirement			

Exterior Signage Only

Yes No

Locations of the proposed signs			
Color renderings of the proposed signs			
Color photographs of the present facade of each exterior wall of the building in which the proposed sign(s) will be attached			
The year the building was originally constructed and any other pertinent historical information (photos, reports, newspaper articles, etc.)			
If the sign(s) are to be illuminated, the applicant shall include the following information:			
Style			
Height			
Color of illumination			
Intensity of proposed lighting			