

Received (stamp):



209 S. Main Street • Marysville, Ohio 43040

Phone: (937) 645-7350 • Fax: (937) 645-7351 • www.marysvilleohio.org

APPLICATION FOR UPTOWN FACADE IMPROVEMENT PROGRAM

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

- **Required** – Submission of a complete application, including all of the items listed in the application checklist.
- 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 City staff 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.**
- Exterior work that requires approval by the Design Review Board and the appropriate approved permits are obtained.

Project Site Information *(Please print clearly)*

Project Street Address: _____ Property Zoning District: _____

Company / Business Name: _____

Description of Proposed Project: _____

Estimated Total Project Cost: \$ _____

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: _____

Please contact the City Zoning Administrator or City Planner prior to making your application submittal. City Staff are available to assist you in reviewing all application requirements to ensure your application is complete.

For Staff Use

Yes No

Application Requirements

		REQUIRED FOR ALL SUBMITTALS: Two (2) copies of the Certificate of Appropriateness Application and applicable drawings which may include site, elevation and landscape plans, drawn at a suitable scale and at 11 x 17 inches or 24 x 36 inches in size (unless staff grants an alternative size). Photographs and text description of the proposed project.
		DIGITAL SUBMITTAL REQUIRED:
		All applications require a digital (.pdf) submittal (applications, plans, renderings, text etc.) to be included with the completed application. Any application that does not include a digital submittal will be considered incomplete.
		SITE PLAN DRAWING: <i>(Shall include the following information)</i>
		Name and address of the property owner
		Boundary lines of the property
		Site location map including a north arrow and graphic scale
		The zoning and specific land use for the property involved
		Layout, numbering and dimensions
		Location of existing and proposed sidewalks
		Existing conditions
		Proposed Plan
		Location of all mechanical hardware and equipment (roof, ground and wall mounted).
		Exterior signage:
		The signage component shall illustrate the location, style, height, color and size of the proposed signage for the site.
		COST ESTIMATE <i>(Shall include the following information):</i>
		Estimated Project Budget
		Detailed line item cost estimate
		Financing options info
		BUILDING ELEVATION DRAWING: <i>(Shall include the following information)</i>
		Name and address of the property owner
		Name and address of the applicant
		Color Renderings
		Written description of the proposed environmental change
		The year the building was originally constructed and any other pertinent historical information
		Elevations detailing all sides of the structures. The elevations shall identify and be clearly labeled with the following information:
		Appearance
		Architectural style
		Materials
		Colors
		Size

For Staff Use

Yes No

		Style
		*PLEASE BRING MATERIAL SAMPLES TO THE MEETING
		Location of all mechanical hardware and equipment (roof, ground and wall mounted)
		Exterior signage:
		The 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, color and intensity of the proposed lighting for the site.
		LANDSCAPING PLAN DRAWING: <i>(Shall include the following information)</i>
		Name and address of the property owner
		Name and address of the applicant
		Boundary lines
		Site location map including a north arrow and graphic scale
		All existing and proposed building and structures
		Overhead and underground utilities
		Off-street parking and vehicular use areas
		Storm water management facilities (style and location)
		Any other site features
		Existing trees and vegetation or landscape features.
		Existing major trees, vegetation or landscape features to be removed
		New landscaping to be installed as part of the project. The 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.

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

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Paid (stamp): _____ **Fees:** _____

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

City Staff

Date

**DECISION OF THE MARYSVILLE FACADE IMPROVEMENT
COMMITTEE**

Approved

Disapproved

Note for Approval:

City Manager

Date