



DESIGN REVIEW BOARD APPLICATION

City Center Heritage Overlay District

CITY OF URBANA, OHIO
 205 S Main St, Urbana, Ohio 43078
 937.652.4322/FAX 937.652.4306

Date: _____ **Application Number CCHOD-** _____

Complete and sign this application and return to the planning department. Additional information may be required after initial submission of application. A pre-application meeting is required with the zoning officer in order to discuss the proposed project, the design guidelines, the necessary documents needed for submittal, application review procedures, and application fees. The applicant and/or owner is strongly encouraged to attend the meeting to answer additional questions the DRB may have. **Submittal of an application does not constitute acceptance for processing until the Planning and Zoning Department reviews the application for accuracy and completeness.**

Development Information

Property Address: _____

Owner of Property: _____

Telephone: _____

Fax: _____

Email: _____

Current Zoning: _____

Current Use: Residential Business Institutional

Project Contact (Architect, Engineer, Planner, Contractor, etc)

Name of Contractor: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Applicant(s) (if different than owner):

Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Proposed Work	<input type="checkbox"/> Addition <input type="checkbox"/> Demolition <input type="checkbox"/> Repair <input type="checkbox"/> New Construction <input type="checkbox"/> Excavation <input type="checkbox"/> Replacement <input type="checkbox"/> Other: _____
Work Type	<input type="checkbox"/> Storefront <input type="checkbox"/> Masonry <input type="checkbox"/> Roofing <input type="checkbox"/> Doors <input type="checkbox"/> Fencing <input type="checkbox"/> Landscaping <input type="checkbox"/> Signage <input type="checkbox"/> Lighting <input type="checkbox"/> Gutters <input type="checkbox"/> Windows <input type="checkbox"/> Mechanical <input type="checkbox"/> Deck/Balcony <input type="checkbox"/> Other: _____
Documents Submitted	<input type="checkbox"/> Product Info. <input type="checkbox"/> Photographs <input type="checkbox"/> Material Samples <input type="checkbox"/> Concept Plan <input type="checkbox"/> Site Plans <input type="checkbox"/> Architectural Plans/Drawings <input type="checkbox"/> Renderings <input type="checkbox"/> Other: _____

Design Review Board Application Checklist

Photograph of Existing Property

- Include the area where work is to be completed as well as overall picture of the site

Detailed Site Plan

- Location and arrangement of structures
- Size and use of structures, including number of dwelling units
- Lot lines with dimensions of the areas
- Required yards and setbacks
- Landscaped planted areas, where applicable
- Open spaces, where applicable
- Curb cuts and driveways, where applicable
- Pedestrian ways and sidewalks
- Stamp or seal of a professional engineer, registered architect, or registered land surveyor who prepared the plans, when applicable
- On-site parking areas, and loading/unloading bays, where applicable (showing number and size of on-site parking spaces, including accessible spaces, and lighting of parking areas)
- Screening walls or fences, where required
- Utility rights-of-way and easements, where applicable
- Size, color and design of exterior and window signs
- Architectural design of buildings (front, rear, and side elevations)

Rendering

- Color rendering of proposed work to be completed including front, side, rear elevations showing the height of the building, roof elevation, identification of any proposed alterations to the façade of the existing building, including the location of any accessible ramps, emergency egress, exterior appearances and condition of character, including exterior materials to be used including wall, glass, railings, detailing, proposed color scheme, foundation and finish grade lines at the building.
- A context drawing showing adjacent structures in a diagram or in photographs, on each side of the subject property, including the subject property.

Schedule

- A schedule for demolition, construction, and/or completion of project as applicable.

Other

- Other information may be required after the submittal of this application.
- If demolition is proposed, supporting documentation will be required for consideration.

I attest that this application is complete and accurate to the best of my knowledge. I understand that any inaccurate or incomplete information provided on this application may delay the processing of the application and may delay any scheduled public hearings.

Applicant Signature: _____ Date: _____

For office use only:

Date received: _____ Planning review: _____

Application accepted? Yes No _____

Changes required: _____

TRC: _____ DRB: _____ App # _____