



209 South Main Street • Marysville, Ohio 43040  
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## APPLICATION FOR 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.
- Applications and applicable fees shall be submitted by no later than 5:00 p.m. on the application deadline date.
- Submitted application 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 shall not commence until approval is granted 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: \_\_\_\_\_

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**

		<b>REQUIRED FOR ALL SUBMITTALS:</b> 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).
		<b>DIGITAL SUBMITTAL REQUIRED:</b> 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.
		<b>SITE PLAN DRAWING: (Shall include the following information)</b>
		Name and address of the property owner
		Name and address of the applicant
		Boundary lines of the proposed development and the total approximate acreage encompassed therein
		Site location map including a north arrow and graphic scale
		The zoning and specific land use for the property involved and for all adjacent properties
		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
		Storm water management facilities (style and location only) including swales
		Ground mounted lighting illustrating the location, style, height, color and intensity.
		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.
		<b>BUILDING ELEVATION DRAWING: (Shall include the following information)</b>
		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

		Style
		<b>* PLEASE BRING MATERIAL SAMPLES TO THE MEETING</b>
		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.
		<b>LANDSCAPING PLAN DRAWING: (Shall include the following information)</b>
		Name and address of the property owner
		Name and address of the applicant
		Boundary lines of the proposed development and the total approximate acreage encompassed therein
		Site location map including a north arrow and graphic scale
		All existing and proposed buildings and structures
		Overhead and underground utilities
		Off-street parking and vehicular use areas
		Fences
		Mounds
		Stormwater management facilities (style and location only), including swales
		Drainage swales
		Any other site features
		Existing trees and vegetation or landscape features. Major trees are to be located, identified and health condition noted.
		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.
		Major Tree Preservation Plan

## **EXTERIOR SIGNAGE ONLY**

**(The following information is required for proposed exterior signage)**

*For Staff Use*

**Yes      No**

### *Application Requirements*

		<b>REQUIRED FOR ALL SUBMITTALS:</b> Two (2) copies of the Certificate of Appropriateness Application and sign drawings drawn at a suitable scale.
		<b>DIGITAL SUBMITTAL:</b>
		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.
		<b>SIGN DRAWINGS: (Shall include the following information)</b>
		Name and address of the property owner
		Name and address of the applicant
		Written description of the proposed environmental change
		The year the building was originally constructed and any other pertinent historical information
		Color renderings of the proposed sign(s)

		Color photographs of the present façade of each exterior wall of the building in which the proposed sign(s) will be attached
		Location map of the property, which includes a north arrow, that shows with the location(s) of the proposed signs
		If the sign(s) are to be illuminated, include the location, style, height, color and intensity of the proposed lighting for the site.
		* PLEASE BRING MATERIAL SAMPLES TO THE MEETING

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Received (stamp): \_\_\_\_\_ Fees: \_\_\_\_\_

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 (provided below)

Specific Conditions of Approval:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairperson, Design Review Board

\_\_\_\_\_  
Date



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**2017**  
**Design Review Board (DRB)**  
**Meeting Schedule and Application Submission Deadline**  
(Applications due 21 days prior to meeting date)

<b>APPLICATION DEADLINE</b>	<b>MEETING DATE</b>
December 21, 2016	January 11, 2017
January 18, 2017	February 8, 2017
February 15, 2017	March 8, 2017
March 22, 2017	April 12, 2017
April 19, 2017	May 10, 2017
May 24, 2017	June 14, 2017
June 21, 2017	July 12, 2017
July 19, 2017	August 9, 2017
August 23, 2017	September 13, 2017
September 20, 2017	October 11, 2017
October 18, 2017	November 8, 2017
November 22, 2017	December 13, 2017
December 20, 2017	January 10, 2018

\* Per Section 1136.13(a) of the Zoning Code, applications for demolition to existing structures within the Historic Design Review District shall provide a minimum 20 day review by the Union County Historical Society. Applicants are encouraged to submit applications for demolition 28 days prior to the meeting date in order to be placed on the next meeting agenda. Applications not submitted 28 days prior to the meeting date are subject to being placed on the following month's agenda.