

Received (stamp):



209 S. Main Street • Marysville, Ohio 43040

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

**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 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.**
- 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: _____

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 Division of Engineering prior to making your application submittal. The Division of Engineering 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).
		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: (Shall include the following information)
		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.
		BUILDING ELEVATION DRAWING: (Shall include the following information)
		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
	*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: (Shall include the following information)
	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 building 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

	REQUIRED FOR ALL SUBMITTALS:
	Two (2) copies of the Certificate of Appropriateness Application and sign drawings drawn at a suitable scale.
	DIGITAL SUBMITTAL:
	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.
	SIGN DRAWINGS: (Shall include the following information)
	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.

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Paid (stamp):	Fees: Additions	\$100	_____
	New Construction	\$150	_____
	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 (provided below)

Specific Conditions for Approval:

Chairperson, Design Review Board

Date



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2020

Design Review Board (DRB)

Meeting Schedule and Application Submission Deadline

(Applications due 21 days prior to the meeting date)

(* Please note – Meeting will be held on Thursday due to City holiday observance)

APPLICATION DEADLINE	MEETING DATE
December 18, 2019	January 8, 2020
January 22, 2020	February 12, 2020
February 19, 2020	March 11, 2020
March 18, 2020	April 8, 2020
April 22, 2020	May 13, 2020
May 20, 2020	June 10, 2020
June 17, 2020	July 8, 2020
July 22, 2020	August 12, 2020
August 19, 2020	September 9, 2020
September 23, 2020	October 14, 2020
October 22, 2020	November 12, 2020*
November 18, 2020	December 9, 2020
December 23, 2020	January 13, 2021

* 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.