

Received (stamp):



209 S. Main Street • Marysville, Ohio 43040
Phone: (937) 645-7350 • Fax: (937) 645-7351 • www.marysvilleohio.org

**DESIGN REVIEW BOARD APPLICATION
EXTERIOR PLAN / LANDSCAPE PLAN**

***** 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.

Applicant Checklist Required Documents

Staff Check – Yes/No

REQUIRED FOR ALL SUBMITTALS: Two (2) copies of the Application and Exterior Plan, which may include site, elevation and landscape plans (<i>see below</i>), 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		
Stormwater 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		
	Elevations detailing all sides of the structures. The Elevations shall identify and be clearly labeled with the following information:		
	Apperance		
	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 the address of the property owner		
	Name and the 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		
	Storm water management facilities (style and location only) including swales		
	Drainage swales		
	Any other site features		
	Existing trees and vegetation or landscape features. Major tress 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		

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): Fee: \$250 _____

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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2021

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 the 3rd Wednesday due to City holiday observance or City Council meeting**

APPLICATION DEADLINE	MEETING DATE
December 23, 2020	January 13, 2021
January 20, 2021	February 10, 2021
February 17, 2021	March 10, 2021
March 24, 2021	April 14, 2021
April 21, 2021	May 12, 2021
May 26, 2021	June 16, 2021*
June 23, 2021	July 14, 2021
July 21, 2021	August 11, 2021
August 25, 2021	September 15, 2021*
September 22, 2021	October 13, 2021
October 20, 2021	November 10, 2021
November 24, 2021	December 15, 2021*
December 22, 2021	January 12, 2022

* 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.