

Received (stamp):



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

VILLAGE RESIDENTIAL DISTRICT EXTERIOR 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.
- **Digital Only Submittal Preferred**
- 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.**
- Please bring building facade material samples to the meeting, as needed.
- Exterior work that requires approval by the Design Review Board shall not start until appropriate approved permits are obtained.

Project Site Information *(Please print clearly)*

New Construction Major Renovation Substantial Expansion

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: _____

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

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

FOR CITY USE ONLY

Paid (stamp):

Fees Due:	New Construction - \$75	\$ _____
	Addition/Substantial Expansions - \$75	\$ _____
	Major Renovation - \$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

Chairperson, Design Review Board

Date

Applicant Checklist Required Documents

Digital Submittal Required: All applications require a digital (.pdf) submittal (applications, plans, renderings, text, etc.) to be considered a complete application.

City Staff Meeting	<i>For Applicant</i>		<i>For Staff Use Only</i>	
			Yes	No
Pre-application meeting with City Staff to discuss and review application submission materials.				

Site Plan (Scaled)			Yes	No
Boundary lines of the proposed development and the total approximate acreage encompassed therein				
Site location map including north arrow and graphic scale				
Building setback lines with dimensions				
Dimension of driveway widths				
Location of existing and proposed curb cuts				
Location of existing and proposed sidewalks and shared paths				
List of proposed materials for curbs, drives, and sidewalks				

Building Elevation Drawing			Yes	No
Elevations detailing all sides of the structure(s). The elevations shall identify and be clearly labeled with the following information:				
Color Renderings of Building Elevations				
Exterior lighting: The lighting component shall illustrate the location, style, height, and fixture color				
Appearance				
Architectural Style				
Materials				
Colors				
Dimensions				

Landscape Plan Drawing

Yes No

Boundary lines of the proposed development and the total approximate acreage encompassed therein			
Site location map including north arrow and graphic scale			
All existing and proposed buildings and structures			
Existing vegetation or landscape features to <i>remain</i> and to be <i>removed</i>			
New landscaping to be installed as part of the project. 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			