**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

<table>
<thead>
<tr>
<th>Date:</th>
<th>Application Number CCHOD-</th>
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</thead>
</table>

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

<table>
<thead>
<tr>
<th>□ Addition</th>
<th>□ Demolition</th>
<th>□ Repair</th>
<th>□ New Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Excavation</td>
<td>□ Replacement</td>
<td>□ Other:</td>
<td></td>
</tr>
</tbody>
</table>

### Work Type

<table>
<thead>
<tr>
<th>□ Storefront</th>
<th>□ Masonry</th>
<th>□ Roofing</th>
<th>□ Doors</th>
<th>□ Fencing</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Landscaping</td>
<td>□ Signage</td>
<td>□ Lighting</td>
<td>□ Gutters</td>
<td>□ Windows</td>
</tr>
<tr>
<td>□ Mechanical</td>
<td>□ Deck/Balcony</td>
<td>□ Other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Documents Submitted

<table>
<thead>
<tr>
<th>□ Product Info.</th>
<th>□ Photographs</th>
<th>□ Material Samples</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Concept Plan</td>
<td>□ Site Plans</td>
<td>□ Architectural Plans/Drawings</td>
</tr>
<tr>
<td>□ Renderings</td>
<td>□ Other:</td>
<td></td>
</tr>
</tbody>
</table>
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 # ________________