

Case No. DR: \_\_\_\_\_

### CITY OF ELYRIA, OHIO DESIGN REVIEW APPLICATION

1. Business Owner's Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_  
Fax: ( ) \_\_\_\_\_

2. Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_  
Fax: ( ) \_\_\_\_\_  
Registration: \_\_\_\_\_

3. Property's Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_  
Fax: ( ) \_\_\_\_\_

4. Author of Plans \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_  
Fax: ( ) \_\_\_\_\_

5. Project Address: \_\_\_\_\_

6. Briefly describe your project: \_\_\_\_\_

7. Did you attach the Design Review Checklist and all supporting information? YES NO

8. Applicant: \_\_\_\_\_  
signature printed/typed date  
telephone fax number e-mail

**RETURN TO:**  
**PLANNING COMMISSION SECRETARY**  
**ELYRIA CITY HALL, 131 COURT ST., SUITE 301**  
**ELYRIA, OHIO 44035**

Design Review Applications must be turned in by Friday 4:00 p.m. to be reviewed  
at the next Design Review meeting on Tuesday

\*\*\*\*\*FOR CITY USE ONLY\*\*\*\*\*

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Required Info Attached? YES NO  
Time: \_\_\_\_\_ Date Conceptual Review Available to Applicant: \_\_\_\_\_  
Date Notified: \_\_\_\_\_ By: \_\_\_\_\_ Date of Preliminary/Final Review: \_\_\_\_\_  
\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Approved with Modifications

Modifications: \_\_\_\_\_

Staff Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Commission Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Comments: \_\_\_\_\_



F. NEW BUILDING OR BUILDING ADDITION (14 Sets of Documents)

- Photographs of the existing building(s) or proposed site.
- Site plan to include all of the following:
  - Property lines with dimensions;
  - The location, size, height, use, general design, color, exterior façade material of all main and accessory buildings or structures and proposed fences and walls;
  - The proposed public and private system of vehicular and pedestrian circulation including: automobiles, delivery trucks, emergency vehicles and pedestrian details for connections to existing streets and rights of way; methods to control traffic; size and type of pavement;
  - The location of all outdoor storage and display areas;
  - The location of the dumpster enclosure(s);
  - The design and location of all existing vegetation and proposed landscaping areas, open spaces, retention areas, and the locations, height, design and specifications of exterior light;
  - The location, size, height and types of plantings and/or screening to be used as may be required to satisfy the directives of the Planning Commission to separate, screen and/or protect adjoining property.

***RESIDENTIAL – 1, 2, AND 3 FAMILY***

- A. Photographs of the site and of the properties on both sides of the proposed house.
- B. Site plan. Include all of the following;
  - Property lines with dimensions;
  - Street and alley locations with setbacks to new buildings;
  - Public and private sidewalks, driveway and parking plan;
  - Fences and accessory structures;
- C. Construction plans showing size, height, use, design, color, exterior materials, and floor plans of all buildings;
- D. Landscaping, site lighting, and surface material of the driveway.

I declare that all required information has been submitted with this application.

Applicant’s Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

**\*NOTE:** Design Review meetings are held every Tuesday at 1:30 P.M in the Mayor’s Conference Room. It is in your best interest and recommended that someone be present to discuss your application at the meeting, however it is not mandatory. If you plan on attending, please let the Design Review Secretary know so she may give you an approximate time to come. Thank you.