

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: _____

**CITY OF ELYRIA, OHIO
DESIGN REVIEW CHECKLIST**

ADDRESS OF SITE: _____ DATE: _____

PROJECT DESCRIPTION _____

*You **MUST** do the following:*

1. Submit Design Review Application and five (5) sets of the supporting documents. At least four (4) sets must be in *color* (if applicable).
2. Select the appropriate section(s) that apply to your project.
3. Verify submission of each item listed below by checking the applicable box.

COMMERCIAL, INDUSTRIAL & 4-FAMILY & GREATER RESIDENTIAL

A. EXTERIOR COLOR OR CHANGE OF MATERIAL TO EXISTING BUILDING

- Drawings and/or photographs showing the proposed building alteration or area of maintenance. Indicate proposed and existing materials & colors.

B. EXTERIOR ALTERATION TO EXISTING BUILDING

- Photograph(s) of existing buildings
- A scaled drawing(s) of the proposed alteration(s) showing materials, colors and dimensions

C. CHANGE TO EXISTING SIGNS

- Photograph(s) of existing signs
- A scaled drawing(s) of the proposed sign(s), including materials, height, dimensions, color, lighting and lettering style.

D. NEW SIGNS

- Photograph(s) showing all existing sign(s)
- A site plan drawn to scale showing property lines, the location of existing buildings, driveways, parking areas, sidewalks, landscaping, existing sign and proposed sign (FREESTANDING SIGNS ONLY).
- A scaled drawing of the sign, including materials, height, dimensions, color, lighting and lettering style.
- DO NOT SUBMIT SIGN PERMIT APPLICATION AT THIS TIME.**

E. PARKING, DRIVEWAY, LANDSCAPING, SITE LIGHTING, FENCING MODIFICATIONS

- A site plan drawn to scale showing property lines, existing and proposed buildings, driveways, parking areas, sidewalks, landscaping, site lighting, fencing and signage.

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.