

DR CASE#: _____

CITY OF ELYRIA, OHIO
DESIGN REVIEW CHECKLIST & APPLICATION

ADDRESS OF SITE: _____ PARCEL #: _____

NAME OF COMPANY: _____ DATE: _____

PROJECT DESCRIPTION _____

You MUST do the following for your application to be considered:

(For clarification, please refer to the Design Review Guidelines at www.cityofelyria.org/form_design.html)

Meetings are the 2nd & 4th Tuesday of the month at 3:00 P.M. Applications should be in no later than one week before meeting

1. **Submit a fully completed Design Review Checklist and Application (signed by the owner of property and applicant)**
2. **Submit twelve (12) sets of the supporting documents (in *color* if applicable).**
3. **Submit one (1) copy of attachment(s) electronically when possible to: dfrye@cityofelyria.org**
4. **Select the appropriate section(s) that apply to your project.**
5. **Verify submission of each item listed below by checking the applicable box.**
6. **Submit a picture of existing site or building.**
7. **Please provide parcel number for site/project address.**
8. **It is the applicant's and/or property owner's responsibility to show all easements on the site plan. (First Energy contacts for easement restrictions are available upon request through the secretary.)**

1. Business Owner's Name: _____ 2. Contractor: _____

Company Name: _____ Address: _____

Mailing Address: _____ City, State, Zip: _____

City, State, Zip: _____ Telephone: () _____

Telephone: () _____ Fax: () _____

Fax: () _____ Registration: _____

EMAIL: _____ EMAIL: _____

3. Property's Owner's Name: _____ 4. Author of Plans _____

Mailing Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Telephone: () _____ Telephone: () _____

Fax: () _____ Fax: () _____

EMAIL: _____ EMAIL: _____

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. NEW SIGNS OR CHANGE TO EXISTING SIGNS

- DO NOT FILL THIS APPLICATION OUT FOR A SIGN. PLEASE FILL OUT THE DESIGN REVIEW SIGN APPLICATION & CHECKLIST. THANK YOU.**

D. PARKING, DRIVEWAY, LANDSCAPING, SITE LIGHTING, FENCING MODIFICATIONS (Required)

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

E. NEW BUILDING OR BUILDING ADDITION (Twelve (12) sets for Design Review and 14 additional sets if it goes to Planning Commission)

- ❑ **Photographs of the existing building(s) or proposed site required.**
- ❑ Site plan to include all of the following:
 - Property lines with dimensions and setbacks;
 - 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.

*****CHECK ALL ITEMS IN COMPLIANCE WITH THE DESIGN GUIDELINES AND MARK N/A WHEN NOT APPLICABLE (SPACE AVAILABLE FOR NARRATIVE)*****

SITE PLAN:

- _____ Parking lot with 6” continuous concrete curbing.

- _____ Landscaping with Planning Commission approved trees (see attachment at end of application).

- _____ Other landscaping and green space.

- _____ Fencing style: wrought iron, solid wood or vinyl, black vinyl coated chain link.

- _____ Dumpster enclosure 1-2 ft. higher than dumpster, material compatible to building.

____ Freezer, mechanical apparatus, and/or service areas are screened.

____ Lighting Plan; downcast lenses; 22 ft. height limit; black or bronze in color.

____ Sidewalk depth in relation to parking.

BUILDING PLAN:

____ Roof line and type: Minimum hip roof or gable; Material dark in color.

____ Façade to be brick (preferred red/brown in color) No E.I.F.S.

____ Building lighting to be downcast with lenses parallel to ground.

____ Window mullions to be bronze or dark in color.

____ Railings to be black, bronze or dark in color.

____ Landscaping around free standing signs.

____ Base of free standing signs to match or be compatible with building material.

ADDITIONAL REGULATIONS FOR SPECIAL DISTRICTS:

DOWNTOWN (Between the rivers, south boundary being Holly Lane)

____ Maintaining historic building materials.

____ Maintaining historic and architecturally significant elements (storefront, display windows, entries).

____ Canopy material and design.

HISTORIC PROPERTIES

____ Property located within the West By The River Historic District.

____ Property is in the National Register of Historic Properties.

If yes to either of the above, you must obtain Elyria Landmarks Preservation Commission (ELPC) approval for any exterior changes to the property. Building permit may be applied for after ELPC approval is obtained.

____ Please check if ELPC approved.

MIDDLE AVENUE

____ Minimum height of new construction is two (2) stories.

____ Zero foot front setback from Holly Lane to 9th to 17th. Existing residential setbacks to be maintained.

____ Awnings encouraged.

____ Public entrance facing Middle Avenue.

____ Pedestrian access.

____ West by the River.

CLEVELAND STREET (Includes Cleveland Street from Gulf to Rt. 57)

____ Minimum height of new construction is two (2) stories.

____ Zero foot front setback.

____ Buildings to incorporate the use of historic store front elements (bulkheads, display windows, transoms, etc.)

____ Awnings encouraged.

PROPERTY OWNER & APPLICANT SIGNATURE:

(Both Property Owner and Applicant must sign. Thank you.)

Property Owner: _____
Signature Printed/Typed Date

Telephone Cell Phone E-mail

Applicant: _____
Signature Printed/Typed Date

Telephone Cell Phone E-mail

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

The Design Review Committee meets the 2nd and Fourth Tuesday at 3:00 p.m. in the 3rd Floor Conference Room. It is in your best interest to attend this meeting, but it is not mandatory. Please let the secretary know if you plan on attending.

CITY USE ONLY

Date Received: _____ By: _____ Required Info Attached? YES NO

____ Approved ____ Disapproved ____ Approved with modifications ____ Referred to Planning Commission

Modifications: _____

Design Review Committee Approval: _____ Date: _____

Design Review Committee Approval: _____ Date: _____

Planning Commission Approval: _____ Date: _____

Variance Fee: _____ Yes ____ No ____ Date Paid: _____

Staff Comments: _____

City of Elyria
Recommended Canopy Trees
 (approved by planning commission 9/19/06)

<u>Common Name</u>	<u>Botanical Name</u>	<u>Height / Spread</u>
<u>Ash</u>		
Marshall Seedless Green Ash	Fraxinus pennsylvanica "Marshall Seedless"	45-55'/35-45'
<u>Birch</u>		
Heritage River Birch	"Betula nigra "Cully"	45-50'/30-40'
<u>Maples</u>		
Commemorative Sugar Maple	Acer saccharum "Commemoration"	50-60'/30-35'
Celebration Maple	Acer x freemanii	45-55'/20-25'
Legacy Sugar Maple	Acer saccharum "Legacy"	50-60'/30-35'
Norway Maple	Acer platanoides	60-80'/60-80'
Red Sunset Red Maple	Acer rubrum 'Ranksred'	40-50'/35-40'
<u>Oak</u>		
Bur Oak	Quercus macrocarpa	70-80'/90'
Pin Oak	Quercus palustris	65-75'/35-45'
Red Oak	Quercus rubra	60-75'/45-55'
Scarlet Oak	Quercus coccinea	70-75'
Shumard Oak	Quercus shumardii	120'
<u>Zelkova</u>		
Village Green Zelkova	Zelkova serrata "Village Green"	50-60'/40-50'