

DR CASE#:

**CITY OF ELYRIA, OHIO**  
**DESIGN REVIEW CHECKLIST & APPLICATION**  
*(All projects except signs)*

PROJECT ADDRESS: \_\_\_\_\_ 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](http://www.cityofelyria.org/form_design.html))*

1. Submit three (3) **fully completed hard copy** Design Review Checklists and Applications (**signed by the owner of property and applicant**)
2. Submit one (1) copy of attachment(s) electronically when possible to: [mtomski@cityofelyria.org](mailto:mtomski@cityofelyria.org)
3. Verify submission of each item listed below by checking the applicable box.
4. Submit a picture of existing site or building and other supporting documentation as required.
5. 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.)
6. Your application may be denied if not complete when submitted.

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

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

D. NEW BUILDING OR BUILDING

- Photographs of the existing building(s) or proposed site.
- 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 (only applicable if applying for CRA tax abatement)***

- 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.

**DESIGN REVIEW STANDARDS:**

The following are typical items required or considered by Design Review. This list is not inclusive of all Design Review Standards. Please refer to the Design Review Guidelines.

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 continuous poured concrete curbing.
- \_\_\_\_\_ Landscaping with Planning Commission approved trees (see attachment at end of application).
- \_\_\_\_\_ Other landscaping and green space.
- \_\_\_\_\_ Fencing style and material.
- \_\_\_\_\_ Dumpster enclosure color and material. Must completely conceal dumpster contents.
- \_\_\_\_\_ Freezer, mechanical apparatus, and/or service areas are screened.
- \_\_\_\_\_ Lighting Plan; downcast lenses; black or bronze in color.
- \_\_\_\_\_ Walkway depth and location.

**BUILDING PLAN:**

- Roof line and type
- Building material to be durable and low maintenance such as brick and stone.
- Building lighting to be downcast with lenses parallel to ground.
- Window mullions to be dark in color.

**HISTORIC PROPERTIES (Check if applicable)**

- 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.

**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.

**MIDDLE AVENUE**

- Minimum height of new construction is two (2) stories.
- Zero foot front setback from Holly Lane to 9<sup>th</sup> to 17<sup>th</sup>. Existing residential setbacks to be maintained.
- Awnings encouraged.
- Public entrance facing Middle Avenue.
- Pedestrian access.

**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**  
**CITY OF ELYRIA BUILDING DEPARTMENT**  
**ELYRIA CITY HALL, 131 COURT ST., SUITE 101**  
**ELYRIA, OHIO 44035**  
**440-326-1472**

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

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Required Info Attached? YES NO

**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<br>"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<br>"Commemoration"             | 50-60'/30-35'          |
| Celebration Maple           | Acer x freemanii                              | 45-55'/20-25'          |
| Legacy Sugar Maple          | Acer saccharum<br>"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<br>Green"            | 50-60'/40-50'          |