

City of Olmsted Falls

Architectural Board of Review/Sign Review Board

Note: Owner, applicant or authorized agent must appear at board meeting. If being represented by applicant or agent, written authorization from the owner must be presented to the Secretary of the Board.

Date: _____ A.B.R. meeting date: _____

Site address: _____

Zoning District of Property: _____ Parcel # _____

Applicant or Agent: _____ Phone: _____

Property owner: _____ Phone: _____

Property Owner Address: _____

Nature of Request: _____

Specific Approval Requested

- Commercial sign approval Building permit within a major subdivision
- Alteration to a property within an historic district
- Alteration to a building, landmark or structure on the historic inventory
- Alteration, addition and/or new construction of non-residential use

**This application must be completed in its entirety and submitted to the Building Department. Only after the Building Administrator approves the application, will you be placed on the agenda for the next available A.B.R. meeting.

Application Approved By _____ Date _____

Bldg. Dept. Comments _____

Certificate of Appropriateness

Actions: **Granted** **Denied**
If denied, applicant notified
of proper recourse _____

Referred to Council (30 day limit)
 Referred to Board of Zoning Appeals (30 day
limit)
 Application Withdrawn
(date) _____

Conditions: **No** **Yes (please list)**

ABR comment

Signed For A.B.R. Name and Title _____ Date _____

Signature of Applicant _____ Date _____

**CHECKLIST FOR APPLICANTS APPEARING BEFORE THE
ARCHITECTURAL BOARD OF REVIEW**

The following items must be provided by Noon, 10 days prior to meeting date.

- (A) Site or Plot Plan
 - 1. Detailing use, location and extent of project
 - 2. Include all pertinent facts of all adjacent properties

- (B) Floor Plans

- (C) Elevation drawings to scale with color photos of entire project (also a perspective color rendering for new construction).
 - 1. Front, side or rear (if applicable) and cross-section elevation views including all appropriate measurements.
 - 2. Include pertinent features of adjacent structures with scale drawings or color photographs.
 - 3. Choice of exterior materials and colors (provide samples).

- (D) Provide drawings or cuts of the following:
 - 1. Signage and/or graphics. (measurements required)
 - 2. Exterior lighting. (illumination or wattage)
 - 3. Landscaping.

Be prepared to describe, illustrate and support the following items during your appearance before the Board:

- (A) Design concept (i.e. function, style, character, etc.)

- (B) Design relationship with adjacent structures and streetscape.

**INCOMPLETE SUBMISSIONS WILL BE DEFERRED BY THE
ARCHITECTURAL BOARD OF REVIEW**