



Application No. \_\_\_\_\_

Permit No. \_\_\_\_\_

## Architectural Review Overlay District Application

Date Received: \_\_\_\_\_ Hearing Date: \_\_\_\_\_

The applicant shall submit a copy of this form, along with eleven (11) copies of the supplementary information, to the Village Planner for the Village of Granville. For further information related to the application process, please refer to Chapter 1161, Architectural Review Overlay District, of the Codified Ordinances of Granville, Ohio. Application shall include a fee as specified by the Village Ordinances.

- 1) Name of Applicant or Agent \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_  
(Fax) \_\_\_\_\_ (Email) \_\_\_\_\_
- 2) Name of Property Owner \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_  
(Fax) \_\_\_\_\_ (Email) \_\_\_\_\_
- 3) Location/Address of Property \_\_\_\_\_
- 4) Existing Zoning District \_\_\_\_\_
- 5) Existing Use of Property \_\_\_\_\_
- 6) Plan requirements for new construction on a vacant lot within the VBD, VRD, VSD and VID (Chapter 1159):
  - a. **Structures:** All existing surrounding structures and the proposed structures shall be shown with all building measurements, descriptions of use, location of expected entrances and exits, service and pedestrian areas, building elevations, and a description or sample of materials to be used in construction. The applicant shall also submit a drawing that shows the location of buildings (with measurements) on adjacent lots.
  - b. **Traffic:** All points of ingress and egress onto public roadways or alleys shall be shown, including anticipated location and size of all curb cuts.
  - c. **Parking layout:** All proposed parking spaces, access to parking spaces, and other paved areas proposed on the site are to be indicated.
  - d. **Landscaping and site treatment:** As applicable, proposed landscaping and other site design treatment, including lighting plans, shall be indicated.
- 7) Plan requirements for any alteration to the exterior of any existing structure and/or changes to the present utilization of an existing lot (Chapter 1159):
  - a. A plot plan, unless waived by the Planning Commission, is required, drawn to scale, illustrating the existing site in questions; all surrounding buildings, all buildings on adjacent lots, and the proposed structural or exterior changes, including any changes in parking layout, landscaping, screening, fences, walkways, signs and other relevant structures and fixtures shall be shown. In addition, the relationship to surrounding structures, elevations showing the proposed changes, and a description or sample of materials to be used for this project may be required as described below.

- b. The Planning Commission may waive those plan requirements listed above upon determination that full compliance with the requirements is not necessary for a determination upon a specific application.
- 8) Optional schedule for plan requirements for the Village District to accommodate projects which are more complex in nature (Chapter 1159):
  - a. At the request of the applicant, site plan requirements described above may be submitted and acted upon in two phases as outlined in Section 1161.03 (d).
- 9) The application shall contain, in addition to the information required by Chapter 1159 (Chapter 1161):
  - a. Elevation showing the proposed changes.
  - b. A description of or a sample of materials to be used in the proposed project.
  - c. Where the proposal is for renovation, or modification of an existing structure, the original date of construction of the building, if known.
  - d. Site plan, including massing and relationships to surrounding structures.
- 10) The applicant may submit photographs, sketches or other material to illustrate the proposed project. The Planning Commission may request such additional information as is deemed necessary to review the application for compliance with this chapter (Chapter 1161).

**I certify that the information and facts provided on and with this application are true and correct.**

\_\_\_\_\_  
Applicant \_\_\_\_\_  
Date

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**(To be completed by the Village Planner)**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Conditions \_\_\_\_\_

\_\_\_\_\_  
Date of Decision \_\_\_\_\_

\_\_\_\_\_  
Planning Commission Chairperson \_\_\_\_\_  
Date

\_\_\_\_\_  
Village Planner \_\_\_\_\_  
Date

\_\_\_\_\_  
Village Manager \_\_\_\_\_  
Date

**Applicable Fee:**

Application Fee: \$ 25.00\*

Date Paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_

*\*If an application is affected by both the Architectural Review Overlay District and the Transportation Corridor Overlay District, only one fee shall be applied towards the processing of both applications.*