

Application Cover Sheet: Basic Project Information & Certification

Purpose of Application (check all that apply):

Architectural Review Conditional Use Demolition Planned Unit Dev. Rezoning Landscape Review Special Permit

Property & Project Information:

Property Address:

Brief Project Description:

Applicant Information:

Applicant Name:

Applicant Address:

Applicant Email & Phone:

Property Owner Information:

Owner Name:

Owner Address:

Owner Email & Phone:

Attorney/Agent Information:

Agent Name:

Agent Address:

Agent Email & Phone:

Completed Worksheets:

Project Worksheet (Sheet A)

Architectural Review (Sheet B)

Tree Commission (Sheet D)

Signatures:

The attached application package is complete and accurate to the best of my knowledge. I understand that the City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me/my firm/etc. may delay review.

Applicant Signature:

Date:

Owner Signature:

Date:

Agent Signature:

Date:

Internal Use:

Application #:

Board Referrals: ARB BZAP City Council Tree Commission

Staff Signature:

Date:

Application Cover Sheet: Review Fee Worksheet

Estimated Valuation of Project: \$

Minor Architectural Review (Ex. Roof, window, siding)

Based upon the valuation of the project:	- \$50.00 for 1st \$10,000 valuation	\$
	- \$5.00 for each additional \$10,000 valuation.	\$

Major Architectural Review (Ex. New Construction, Additions, Garages, Decks, Pergola)

Based upon the valuation of the project:	- \$90.00 for the 1st \$10,000 valuation	\$
	- \$5.00 for each additional \$10,000 valuation	\$
	- \$600.00 cap	\$
	- \$50.00 resubmittal fee	\$

Variance Review

Single Family:	\$100.00	\$
Commercial Property:	\$100.00	\$
Fences or Special Permits:	\$65.00	\$
All others:	\$90.00	\$

Zoning Fees

Rezoning:	- \$250.00 up to 1 acre site	\$
	- \$60.00 for each additional acre (or part thereof)	\$
Requests for amendment to PUD Plans:	\$300.00	\$
Split of lot or existing parcel:	\$250.00	\$
Replatting or new plat:	\$250.00	\$

Sign Review and Architectural Review for Commercial Properties

Project Value	Fee	
\$0 to \$5,000	\$100.00	\$
\$5,001 to \$25,000	\$200.00	\$
\$25,001 to \$75,000	\$250.00	\$
\$75,001 to \$200,000	\$600.00	\$
\$200,001 to \$750,000	\$1,000.00	\$
Over \$750,000	\$350.00	\$
Fences and walls:	\$65.00	\$
Special Permit, Conditional Uses and All others:	\$90.00	\$
Re-submittal Fee:	\$50.00	\$

Appeals

Appeal of ARB decision to BZAP:	\$50.00	\$
Appeal of BZAP decision to City Council:	\$250.00	\$

Fee Total: \$



CITY OF BEXLEY UNIFIED PLANNING APPLICATION

Instructions: Application Requirements by Application Type

Requirements:	New Construction	Addition	Demolition	Windows, Doors, Deck, Pergola, Etc.	Rezoning	Conditional Use or Special Permit	Variance
Worksheet A: Cover Sheet & Fee Calculation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Worksheet B: Project Worksheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Worksheet C: Architectural Review Worksheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Worksheet D: Tree Commission Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worksheet E: Variance Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worksheet F: Fence Variance Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worksheet G: Demolition Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worksheet H: Rezoning Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worksheet I: Conditional Use Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Worksheet J: Home Occupation Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Floor Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exterior Elevations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Architectural Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photographs of Property	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



= Required



= May Be Required



= Not Required

PLEASE NOTE: Incomplete information may result in the rejection of this submittal. Applications must be submitted by appointment. Please call 614-559-4240 to schedule.



CITY OF BEXLEY UNIFIED PLANNING APPLICATION

Instructions: Detailed Application Requirements

The application package must consist of one (1) complete printed set of all items listed below, as well as a single full-color PDF document with a complete set, in order of the checklist, of all the items listed below, as well as any additional documentation required in the Microsoft Word format. All requested documents must be submitted via the City’s Plan Application Upload portal:

www.bexley.org/plans.

Document Submittal and Naming Requirements:

Documents submitted to the upload portal at www.bexley.org/plans must be consolidated into a zip file which must be named using the following naming methodology:

[Year]-[Month]-[Day] [Application #] [Street #] [Street Direction - if applicable] [Street Name] [Project name - if applicable]

ex.: “2015-12-01 ARB-15-24 2242 East Main Bexley City Hall”

Requirements by Exhibit Type:

Architectural Details	Architectural details drawn to scale of non-typical design elements. Plans shall be provided in a vector-based electronic format designed to print at a 2’ x 3’ original scale.	File Type: PDF
Architectural Plan	The plans must be drawn to Engineer’s scale and provide applicable information as itemized on the Zoning Review Checklist Form. Plans shall be provided in a vector-based electronic format designed to print at a 2’ x 3’ original scale.	File Type: PDF
Exterior Elevations	Exterior elevation drawings, to scale, designating and differentiating existing construction from proposed construction. Elevation drawings shall include indications of exterior materials, door and window styles, and notes as required to clearly communicate the concept of the design. Plans shall be provided in a vector-based electronic format designed to print at a 2’ x 3’ original scale.	File Type: PDF
Floor Plan	A floor plan, to scale, designating and differentiating existing construction from proposed construction. Plans shall include overall dimensions and notes, as required to clearly communicate the concept of the design. Plans shall be provided in a vector-based electronic format designed to print at a 2’ x 3’ original scale.	File Type: PDF
Landscape Plan	Landscape architectural plans, to scale, indicating all proposed garden walls and structures, plantings, species and size of landscape details (see Tree Commission Worksheet C).	File Type: PDF
Photographs	Photographs to be provided of all sides of all structures on the property, as well as relevant site photographs. Photographs shall be provided as uncompressed JPEG files with a minimum width dimension of 1,000 pixels.	File Type: JPEG
Site Plan	The site plan must be drawn to Engineer’s scale and provide applicable information as itemized on the Zoning Review Checklist Form. Site plans shall be provided in a vector-based electronic format designed to print at a 2’ x 3’ original scale.	File Type: PDF

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Project Worksheet

Residential

Commercial

Property Address:

Zoning District:

R-1 (25% Building & 40% Overall)

R-6 (35% Building & 60% Overall)

R-2 (25% Building & 50% Overall)

R-12 (35% Building & 70% Overall)

R-3 (25% Building & 50% Overall)

Other:

** Overall coverage includes hardscape*

Lot Info:

Width (ft.):

Depth (ft.):

Total Area (SF):

Primary Structure Info:

Existing Footprint (SF):

Proposed Addition (SF):

Removing (SF):

(Type of Structure:)

Proposed new primary structure or residence (SF):

Total Square Footage:

Garage and/or Accessory Structure Info (Incl. Decks, Pergolas, etc):

Existing Footprint (SF):

New Structure Type:

Proposed Addition (SF):

Ridge Height:

Proposed New Structure (SF):

Is there a 2nd floor?

Yes

No

Total of all garage and accessory structures (SF):

2nd Floor SF:

Total building lot coverage (SF):

= % of lot

Is this replacing an existing garage and/or accessory structure?

Yes

No

Hardscape:

Existing Driveway (SF):

Existing Patio (SF):

Existing Private Sidewalk (SF):

Proposed Additional Hardscape (SF):

Total Hardscape (SF):

Totals:

Total overall lot coverage (SF):

=

% of lot

Applicant Initial:

Internal Use:	Staff Review Date:	<input type="text"/>	<input type="checkbox"/> Meets Zoning	<input type="checkbox"/> ARB Only	<input type="checkbox"/> Variance or Modifications Needed
	Staff Comments:	<input type="text"/>			Staff Initial: <input type="text"/>

Architectural Review Worksheet

Design changes involving window, siding, roof replacement projects, detached garages, accessory structure, and deck construction may be reviewed and approved by the Design Consultant and/or Zoning officer, if it meets all zoning code requirements and maintenance improvements conforming to the "SPECIFIC STANDARDS" in the Residential Review District Residential Design Guidelines. It may be directed to the Architectural Review Board or Board of Zoning and Planning for review and/or approval, if required by staff. Design approval is required in order to obtain a Building Permit. Work performed prior to an approval is subject to triple fees.

Please provide photos of the existing structure with this form

Please indicate the existing materials and the proposed changes of exterior materials to be used in the completion of your design project. Check all that apply in each category below:

Roofing	House or Principal Structure	Garage Only	House & Garage		
Existing Roof Type:	Slate		Clay Tile	Wood Shake	Std. 3-tab Asphalt Shingle
	Arch. Dimensional Shingles		EPDM Rubber	TPO Rubber	Metal
New Roof Type:	Slate		Clay Tile	Wood Shake	Std. 3-tab Asphalt Shingle
	Arch. Dimensional Shingles		EPDM Rubber	TPO Rubber	Metal
New Shingle Manufacturer:					
New Roof Style & Color:					

Windows	House or Principal Structure	Garage Only	House & Garage		
Existing Window Type:	Casement		Fixed	Exterior Storm	Other:
	Double Hung		Awning	Horizontal Sliding	
Existing Window Materials:	Aluminum Clad Wood		Wood	Metal	
	Vinyl Clad Wood		Aluminum	Other:	
New Window Manufacturer:					
New Window Style/Mat./Color:					

Doors	House or Principal Structure	Garage Only	House & Garage		
Existing Entrance Door Type:	Wood	Insulated Metal	Fiberglass	Sidelights	Transom Windows
Existing Garage Door Type:	Wood	Insulated Metal	Fiberglass		
Door Finish:	Stained	Painted			
Proposed Door Type:		Style:		Color:	

Exterior Trim					
Existing Door Trim:	Cedar	Redwood	Pine	Std. Lumber Profile	
	Wood Composite	Aluminum Clad	Molding	Vinyl	Other:
Proposed New Door Trim:					
Existing Window Trim:	Wood	Redwood	Pine	Std. Lumber Profile	
	Vinyl	Other:			
Proposed New Window Trim:				Trim Color(s):	
Do the Proposed Changes Affect the Overhangs?		Yes	No		

Architectural Review Worksheet (Continued)

Exterior Wall Finishes

Existing	Proposed	Type:	Manufacturer, Style, Color:
		Natural Stone	
		Cultured Stone	
		Brick	
		Mortar	
		Stucco	
		Wood Shingle	
		Wood Siding	
		Vinyl Siding	
		Aluminum Siding	
		Other	

Staff Confirmation (to be completed by Residential Design Consultant:

Date of Review:

Approved By:

To be reviewed by ARB on:

Conditions/Stipulations:

Staff Initials: