

# CITY OF BEXLEY UNIFIED PLANNING APPLICATION

## 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:





# 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Worksheet D: Tree Commission 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 E: Variance 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 F: Fence Variance 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 G: Demolition 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 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 checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Site Plan	<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"/>
Floor Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Exterior Elevations	<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"/>
Architectural Details	<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"/>
Landscape Plan	<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"/>
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](http://www.bexley.org/plans).

### Document Submittal and Naming Requirements:

Documents submitted to the upload portal at [www.bexley.org/plans](http://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:

<b>Architectural Details</b> 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.	<b>File Type:</b> PDF
<b>Architectural Plan</b> 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.	<b>File Type:</b> PDF
<b>Exterior Elevations</b> 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.	<b>File Type:</b> PDF
<b>Floor Plan</b> 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.	<b>File Type:</b> PDF
<b>Landscape Plan</b> Landscape architectural plans, to scale, indicating all proposed plantings, botanical & common names, species and size of plants (see Tree Commission Worksheet D for complete requirements).	<b>File Type:</b> PDF
<b>Photographs</b> 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.	<b>File Type:</b> JPEG
<b>Site Plan</b> 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.	<b>File Type:</b> PDF

**PLEASE NOTE:** Incomplete information may result in the rejection of this submittal.  
If you have questions, please contact Kathy Rose at (614) 559-4200.



## Project Worksheet

Residential

Commercial

Property Address:

2688 Brentwood Road

Zoning District:

R-6

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.):

140

Depth (ft.):

140

Total Area (SF):

19600

Primary Structure Info:

Existing Footprint (SF):

3200

Proposed Addition (SF):

Removing (SF):

Proposed new primary structure or residence (SF):

Total Square Footage:

3200

(Type of Structure):

House

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

Existing Footprint (SF):

Proposed Addition (SF):

Proposed New Structure (SF):

200

Total of all garage and accessory structures (SF):

Total building lot coverage (SF):

200

New Structure Type:

Detached Shed

Ridge Height:

10'

Is there a 2nd floor?

Yes

No

2nd Floor SF:

= 1.02 % of lot

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

Yes

No

Hardscape:

Existing Driveway (SF):

2300

Existing Patio (SF):

450

Existing Private Sidewalk (SF):

175

Proposed Additional Hardscape (SF):

Total Hardscape (SF):

2925

Totals:

Total overall lot coverage (SF):

6325

=

32.27

% of lot

Applicant Initial:

Internal Use:

Staff Review Date:

Meets Zoning

ARB Only

Variance or Modifications Needed

Staff Comments:

Staff Initial:

## 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:
<input type="checkbox"/>	<input type="checkbox"/>	Natural Stone	
<input type="checkbox"/>	<input type="checkbox"/>	Cultured Stone	
<input type="checkbox"/>	<input type="checkbox"/>	Brick	
<input type="checkbox"/>	<input type="checkbox"/>	Mortar	
<input type="checkbox"/>	<input type="checkbox"/>	Stucco	
<input type="checkbox"/>	<input type="checkbox"/>	Wood Shingle	
<input type="checkbox"/>	<input type="checkbox"/>	Wood Siding	
<input type="checkbox"/>	<input type="checkbox"/>	Vinyl Siding	
<input type="checkbox"/>	<input type="checkbox"/>	Aluminum Siding	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other	Ex: Beaded Plywood Prop: Hardie Siding

**Staff Confirmation (to be completed by Residential Design Consultant:**

Date of Review:

Approved By:

To be reviewed by ARB on:

Conditions/Stipulations:

Staff Initials: