



CITY OF BEXLEY UNITED 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

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.

SHEET
A.1

CITY OF BEXLEY UNITED 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: LYONSGATE, BEXLEY OHIO 43209

Brief Project Description: FRONT LANDSCAPING ALONG CLIFTON AVE.

Applicant Information:

Applicant Name: JASON KOEBEL (GARDEN GURU, INC.)

Applicant Address: 4162 ANSON DRIVE HILLIARD OH 43024

Applicant Email & Phone: GARDENGURUOHIO@GMAIL.COM 614-485-9260

Property Owner Information:

Owner Name: ROSANNE ROSEN

Owner Address: 17 LYONSGATE
CDS 43209

Owner Email & Phone: 614-296-1666 ROS.KROSEN@AOL.COM

Attorney/Agent Information:

Agent Name: JENNIFER KOVAL

Agent Address: 1480 DUBLIN RD. COLUMBUS OH 43215

Agent Email & Phone: JENNIFER@KRGRE.COM 614-255-9210

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: 9-10-18

Owner Signature:  Date: _____

Agent Signature:  Date: 10-1-18

Internal Use:

Application #: _____

Staff Signature: _____

Board Referrals: ARB BZAP City Council Tree Commission

Date: _____

SHEET
D

CITY OF BEXLEY UNIFIED PLANNING APPLICATION

Tree & Public Gardens Commission Worksheet

City Right-of-Way Landscape
 Commercial Landscape
 New Build

Property Address: LYONS GATE, BEXLEY OHIO 43209

Landscape Architect/Designer: JASON KOEBEL

Phone: 614-485-9260 E-mail: GARDEN.GURM@OHIO.EDU

Description: FRONT LANDSCAPING ALONG CLIFTON AVE.

Review Guidelines and List of Criteria:

- 1. **Project Description**
Design Concept to include: Brief narrative describing the area to be designed/changed; relevance/significance to the community; general impact that will be created & affect on community; procedures to implement plan
- 2. **Research:**
a. Provide significant examples (articles, visuals, and the like) relating to project's need and future effect on community
- 3. **Design Documentation Drawings**
Design Plan to include:
 - a. Plan drawing/s with north directional indication
 - b. Elevations of all landscape orientations (north, south, east, west) perspectives, isometrics or axonometric renderings, of important features that impact design
 - c. A detailed model may substitute for B or C
 - d. Photographs to support design vision
 - e. Construction plans, elevations, sections & details as necessary for project clarity
 - f. City trees indicated on plan
 - g. Irrigation plan as appropriate

Specifications to include:

 - a. Vegetation - including botanical and common names and installation size
 - b. Hardscape
 - c. Lighting Locations & Specifications
 - d. Furniture & furnishings
 - e. Equipment
 - f. Accessories
 - g. Materials for reference
 - h. Buildings for reference
 - i. Other

All documentation should be clear, precise and complete. Package should be presented to commission one week prior to presentation

Applicant Initial: JK

Staff Confirmation:

In order to add review of your project to the agenda, staff must verify that the following items have been submitted along with the application:

- Design plan with elevations (electronic copy as specified in instructions plus 1 hard copy)
- Design Specifications as required in item 3 in "Review Guidelines and List of Criteria" above
- It is highly recommended that the Landscape Designer/Architect is present at meeting

Staff Initial: