

**Historic District Project**

***Application Instructions***

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Please complete the Historic District Project Application in accordance with the City of Ravenna Building and Housing Code, Design Review District, Chapter 1434, as revised by Ordinance No. 2013-072 dated May 6, 2013.

Return the completed application to the Building Official, 530 North Freedom Street, Ravenna, OH 44266.

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| --- |
| **Project Identification & Submission Requirements** |

**Type of Project Yes No Submission Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| Site Plan Design |  |  | Complete A (below) |
| Building Addition |  |  | Complete A & B |
| Building Alteration(s) |  |  | Complete B |
| New Construction |  |  | Complete A & B |
| Building Demolition |  |  | Provide documentation plus photos (4) |
| Signage |  |  | Complete C |
| Temporary Signage |  |  | Dates for Displaying |
|  |  |  | From: To: |

**A. Site plan: Submit a detailed drawing (1” – 10” or 1” – 20”) of the property showing the dimensions and location of: Yes No Comments:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. All property lines, including setback |  |  |  |
| 2. All buildings (proposed and existing) |  |  |  |
| 3. Proposed uses for each building |  |  |  |
| 4. Paved areas, including parking spaces, loading areas, driveways, walkways |  |  |  |
| 5. Adjacent public streets and sidewalks |  |  |  |
| 6. Existing and proposed screening, including type and height |  |  |  |
| 7. Exterior lighting |  |  |  |
| 8. Signage |  |  |  |

Application Instructions cont.

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| --- | --- | --- | --- |
| 9. Landscaping |  |  |  |
| 10. Trash Disposal |  |  |  |
| 11. Location of adjacent building |  |  |  |

**B. Building Elevations Submit detailed drawing (1/4 – 1’ minimum) of each building elevation (north, south, east and west). Show the dimensions, locations, materials and colors of the buildings with color samples, if possible.**

 **YES No Comments**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Visual compatibility |  |  |  |
| 2. Wall and materials and finishes |  |  |  |
| 3. Roof and materials |  |  |  |
| 4. Doors, windows and other openings |  |  |  |
| 5. Chimney and flues |  |  |  |
| 6. Signs |  |  |  |
| 7. Exterior lighting |  |  |  |
| 8. Adjacent buildings |  |  |  |

**C. Signage Plan: Submit drawings to scale or provide Photoshop examples, which will illustrate:**

 **Yes No Comments**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Building façade with sign in proposed location, including mounting height and overall sign dimensions. |  |  |  |
| 2. Enlarge drawing of sign with the type of lettering to be used, graphics and colors of signs, letters and graphics. Also, materials to be used and methods of illumination should be indicated. |  |  |  |
| 3. Location |  |  |  |
| 4. Type (wall, free standing, etc.) |  |  |  |
| 5. Materials |  |  |  |



**Historic District Project Application**

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**Application Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Building Owner:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Building Owner Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Owner Address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Owner Phone/Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tenant Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tenant Address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tenant Phone/Email:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| **Background** |
| Description of the project: |

**Objectives**

 **Yes No Comments**

|  |  |  |  |
| --- | --- | --- | --- |
| Is the project objective consistent with the City of Ravenna Historic District Guidelines? |  |  |  |

**Application Requirements Yes No Comments**

|  |  |  |  |
| --- | --- | --- | --- |
| Has the property owner authorized this application? |  |  |  |
| Are there two color photos of present façade of each exterior wall? |  |  |  |
| Has the Building Official approved the plans of the proposed changes or alterations (i.e., signage dimensions, percentage of window covering, banners, etc.)? |  |  |  |
| Is there a description and sample of proposed materials and colors? |  |  |  |
| Has an Architect of Project Manager been identified? |  |  |  |

**Project Definition**

 **Yes No Comments**

|  |  |  |  |
| --- | --- | --- | --- |
| Is the intended use a permissible use within the Zoning Code? |  |  |  |
| Has the locations, length, width and height of buildings and structures to be erected been identified? |  |  |  |
| Have the materials been identified? |  |  |  |
| Will there be exposed concrete foundation? |  |  |  |
| Has the type of windows been approved? |  |  |  |
| Are the colors harmonious with compatible accents? |  |  |  |
| Will the mechanical equipment and refuse removal areas be properly screened? |  |  |  |

**Landscaping & Lighting**

 **Yes No Comments**

|  |  |  |  |
| --- | --- | --- | --- |
| Has the landscape and trees been approved by the City of Ravenna Shade Tree Commission? |  |  |  |
| Is building lighting harmonious with building design? |  |  |  |
| Will there be exterior lighting, façade lighting or changes to roadway lighting? |  |  |  |

**Staff Recommendations**

 **Yes No Comments**

|  |  |  |  |
| --- | --- | --- | --- |
| Approved as submitted |  |  |  |
| Request changes and hear at next scheduled meeting |  |  |  |
| Deny with the following reason(s) |  |  |  |

**Approvals**

**First Hearing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_**

**Second Hearing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_**

**Third Hearing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_**

**Notes:**