



## 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	<input type="checkbox"/>	<input type="checkbox"/>	Complete A (below)
Building Addition	<input type="checkbox"/>	<input type="checkbox"/>	Complete A & B
Building Alteration(s)	<input type="checkbox"/>	<input type="checkbox"/>	Complete B
New Construction	<input type="checkbox"/>	<input type="checkbox"/>	Complete A & B
Building Demolition	<input type="checkbox"/>	<input type="checkbox"/>	Provide documentation plus photos (4)
Signage	<input type="checkbox"/>	<input type="checkbox"/>	Complete C
Temporary Signage	<input type="checkbox"/>	<input type="checkbox"/>	Dates for Displaying From:                      To:
<b>A. Site plan: Submit a detailed drawing (1" – 10" or 1" – 20") of the property showing the dimensions and location of:</b>			
	Yes	No	Comments:
1. All property lines, including setback	<input type="checkbox"/>	<input type="checkbox"/>	
2. All buildings (proposed and existing)	<input type="checkbox"/>	<input type="checkbox"/>	
3. Proposed uses for each building	<input type="checkbox"/>	<input type="checkbox"/>	
4. Paved areas, including parking spaces, loading areas, driveways, walkways	<input type="checkbox"/>	<input type="checkbox"/>	
5. Adjacent public streets and sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	
6. Existing and proposed screening, including type and height	<input type="checkbox"/>	<input type="checkbox"/>	
7. Exterior lighting	<input type="checkbox"/>	<input type="checkbox"/>	
8. Signage	<input type="checkbox"/>	<input type="checkbox"/>	

9. Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	
10. Trash Disposal	<input type="checkbox"/>	<input type="checkbox"/>	
11. Location of adjacent building	<input type="checkbox"/>	<input type="checkbox"/>	

**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	<input type="checkbox"/>	<input type="checkbox"/>	
2. Wall and materials and finishes	<input type="checkbox"/>	<input type="checkbox"/>	
3. Roof and materials	<input type="checkbox"/>	<input type="checkbox"/>	
4. Doors, windows and other openings	<input type="checkbox"/>	<input type="checkbox"/>	
5. Chimney and flues	<input type="checkbox"/>	<input type="checkbox"/>	
6. Signs	<input type="checkbox"/>	<input type="checkbox"/>	
7. Exterior lighting	<input type="checkbox"/>	<input type="checkbox"/>	
8. Adjacent buildings	<input type="checkbox"/>	<input type="checkbox"/>	

**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.	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Location	<input type="checkbox"/>	<input type="checkbox"/>	
4. Type (wall, free standing, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
5. Materials	<input type="checkbox"/>	<input type="checkbox"/>	



## Historic District Project Application

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

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

  

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

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

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

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

  

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

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

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

<b>Background</b>
Description of the project:

<b>Objectives</b>	Yes	No	Comments
Is the project objective consistent with the City of Ravenna Historic District Guidelines?			

<b>Application Requirements</b>	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: