

VILLAGE OF SOUTH RUSSELL
ARCHITECTURAL BOARD OF REVIEW METHODS

SUBMITTALS: ALL DRAWINGS AND FEES ARE PROCESSED BY THE BUILDING DEPARTMENT. THESE MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING.

- a. Completed and approved Zoning Permit.
 - b. Payment of the ABR fee.
 - c. Three sets structural and site plans received eight days prior to scheduled ABR meeting.
 - d. The Board meets the first and third Tuesdays of each month at 5:30 P.M. at Village Hall, Council Chambers (upstairs) unless otherwise specified.
 - e. Residential single family drawings *may* require an architect's stamp.
 - f. Business and commercial drawings (OBC) require an Ohio registered architect's stamp.
 - g. Marked-up prints showing proposed changes are not acceptable.
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1. Site plan. 1"=20' minimum scale.
 2. Foundation/basement plan. 1/4"=1'. Show basement dimensions and 1st floor framing.
 3. Floor plans. 1/4"=1'. Show dimensions and framing for floors and roof.
 4. Each exterior elevation. 1/4"=1'. Elevations shall represent 360-degree architecture and shall provide organization and alignment of windows and doors. Indicate floor to floor heights. Provide exterior finish schedule on one elevation denoting type and colors of each exterior finish material, including but not limited to siding, masonry, trim, windows and roofing.
 5. Cross-section. 1/4"=1'. Show foundation, floor, roof framing and roof slopes.
 6. Typical exterior wall section. 3/4"=1'. Show foundation, footing drain, floor and roof framing, roof slope, insulation, exterior wall construction and method of ventilation.
 7. One set of polaroids or 3 X 5 color photographs of the following: a) Adjacent structures at each side, to the rear and the two across the street and b) Each exterior elevation of buildings to be remodeled.
 8. Submit samples of each exterior finish material.
 9. All roofed decks must have continuous footers.

STANDARDS OF REVIEW, PLANNED SUBMISSION AND APPEALS.

(a) No building permit shall be issued unless the applicant establishes to the Board that:

(1) The exterior architectural character and functional plan of the proposed structure, when erected, will not be at such variance with existing structures, or structures currently being built, in the immediate neighborhood or zoning district as to cause substantial depreciation in the property values of such existing structures or structures currently being built; and

(2) The site utilization and orientation of the proposed structure is reasonably integrated with existing roads, drives, vehicular traffic patterns and pedestrian walkways abutting the property upon which the proposed structure is to be built; and

(3) The proposed structure does not violate the "look-alike" provisions of subsection (b) hereof.

(b) No building permit shall be issued in a residential district for an application to erect, construct, alter or remodel any building or structure which shall be like or substantially like any neighboring structure, hereinbefore defined, then in existence or for which a building permit has been issued. The Board shall approve such application unless the applicant fails to establish that no more than two of the following exists with respect to any such neighboring structure:

(1) The roof style of the proposed structure is similar to the structure it resembles; or

(2) The roof pitch of the proposed structure has less than three vertical units in twelve from the structure it resembles; or

(3) More than half of the exterior surface materials of the proposed structure are the same as the structure it resembles; or

(4) The relative location of an attached garage, porch, portico, breezeway, gable or other major design feature attached to the proposed structure is similar to the structure it resembles; or

(5) The relative location of entry doors, windows, shutters, or chimneys in the proposed construction is similar to the structure it resembles.

(Ord. 1984-32. Passed 6-11-84.)

(c) Each applicant for a structure to be built or remodeled in the Village shall submit to the Secretary three complete sets of drawings and supplemental specifications prepared in accordance with good architectural practice, indicating the building or structure exactly as it is proposed to be built. The Board may adopt regulations requiring in certain or all instances that such plans be prepared by an architect registered in the State. Such documents accurately drawn to scale and dimension, shall include and conform to the following requirements:

(1) A site plan or plot plan showing the plot configuration and its perimeter dimensions, all structures on the site with locating dimensions, location of all structures adjacent to the site within 50 feet of the property line, and all vehicular drives, roads, related parking areas, main walks, walls, fences and major existing landscaping. In addition, locations and names of adjacent streets, a north arrow, existing and finished grade elevations and first floor level at each corner of new constructions and existing and finished grade elevations at each corner of the site shall be indicated; and

(2) Four elevations including a front, rear and two side elevations, together with additional views or cross sections, if necessary, to completely indicate the exterior appearance of the structures. All elevations shall be drawn to the same scale, which shall be not less than one-quarter of an inch to the foot, except that the front elevation may be drawn to a larger scale. Each elevation shall show the accurate location of windows, doors, shutters, chimneys, porches and other architectural features, all materials and finishes and an accurate finish grade line; and

(3) A completely dimensioned floor plan of each level of the construction, drawn to the same scale as the front elevation; and

(4) Additional details to show unusual construction; and

(5) Color samples of all major finish materials.

(Ord. 1984-32. Passed 6-11-84; Ord. 1985-40. Passed 7-8-85.)

(d) An appeal to the Zoning Board of Appeals may be taken by any person aggrieved or by any officer of the Village affected by any decision of the Architectural Board of Review. Such appeal shall be taken within twenty days after the decision has been filed by the Architectural Board of Review, by filing with the Secretary of the Zoning Board of Appeals a notice of appeal specifying the grounds therefor. A copy shall be filed with the Village Building Inspector. The Secretary of the Architectural Board of Review shall forthwith transmit to the Zoning Board of Appeals all papers constituting the record upon which the action appealed was taken. The Zoning Board of Appeals shall have authority to act in the same manner prescribed in the Zoning Ordinance for the Village from appeals on the Zoning Inspector.

(Ord. 1984-32. Passed 6-11-84.)

PROCEDURE:

1. If "APPROVED" drawings will be returned to the Building Department for structural review, fees and deposits. Permits are issued by the Building Department.
2. If "APPROVED AS NOTED" revise and submit three corrected complete sets of drawings to the Bldg. Dept. for processing of ABR stamp. Approved plans are then returned to the Bldg. Dept. for structural review, fees and deposits. Permits are issued by the Bldg. Dept.
3. "REVISE AND RESUBMIT" AND "PRELIMINARY" drawings are to be revised per the ABR's suggestions. Submit three corrected complete sets of drawings to the Bldg. Dept. for ABR's review at the next scheduled meeting.

SIGNATURE

DATE