



T H E C I T Y O F

Zanesville

401 Market Street • Zanesville, Ohio 43701
Phone (740) 455-0601 • Fax (740) 452-2596
www.coz.org

DOWNTOWN DESIGN REVIEW BOARD APPLICATION

*****IMPORTANT INFORMATION - Please read before completing the application*****

- **Required** – Submission of a complete application, including all of the items in listed in the application checklist.
- Application and applicable fees shall be submitted by no later than 5:00 p.m. on the application deadline date.
- Submitted applications and all checklist items shall be reviewed by city staff for completeness. Submittals found to be incomplete will be **rejected** and the application **will not** be placed on the Board agenda. If an application is found to be incomplete, the applicant may submit the missing materials by the application deadline date to complete the application.
- **No late submittals or additional information will be accepted after the application deadline.**
- Work that requires approval by the Downtown Design Review Board shall not commence until the approval is granted by the Downtown Design Review Board and the appropriate approved permits are obtained from the City and County (if applicable).

Project Site Information (Please print clearly)

Project Street Address: _____ Property Zoning District: _____

Company/ Business Name: _____

Description of the Proposed Project: _____

Owner of Property: _____

Owner's Street Address: _____

City, State and Zip Code: _____

Owner's Telephone Number: _____

Applicant Information (Please print clearly)

Applicant: _____ *Owner *Agent *Representative *Other

Company: _____

Applicant's Street Address: _____

City, State and Zip Code: _____

Telephone Number: _____

E-mail: _____

I hereby attest to the truth and exactness of all information supplied on and with this application. I also understand that the applicant or a representative must be present at the meeting in order for the Downtown Design Review Board to take action on the subject request.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Please return the completed application and required materials to:

**City of Zanesville Zoning Office
401 Market Street
Room 203
Zanesville, Ohio 43701
Phone (740) 455-0601 • Fax: (740) 452-2596**

FOR OFFICE USE ONLY

Received Stamp: **Fee Amounts:** \$50.00 commercial
\$25.00 residential
Fee Collected: _____
Date Paid: _____

PLEASE NOTE THAT FEES ARE NONREFUNDABLE

This application and all required supplemental information has been reviewed and is found to be complete.

City Staff

Date

DECISION OF THE DOWNTOWN DESIGN REVIEW BOARD

Please circle decision rendered:

Approved

Denied

Approved with conditions:

Specific Stipulated Conditions for Approval:

Chairperson, Downtown Design Review Board

Date

CHECK LIST OF REQUIRED APPLICATION MATERIALS

Please contact the City Planning/Zoning Administrator prior to making your application submittal. City staff is available to assist you in reviewing all application requirements to ensure your application is complete that.

Applicant Check	Staff Check Yes / No
REQUIRED FOR ALL SUBMITTALS:	
10 copies of the signed Application including one (1) original	
10 copies of the Supplemental Information, which includes the following:	
Survey Map of the Subject Property	
Site Plan Drawing (see below for drawing requirements)	
Building Elevations (see below for requirements)	
Application Fee (cash or check)	
REQUIRED FOR DEMOLITIONS:	
All items listed in "Required For All Submittals"	
10 copies of a written history of the property	
10 copies of a proposed Reuse Plan for the property. If the property is to be developed, please follow the regulations under "Site Plan Drawing"	
REQUIRED FOR SIGNS:	
All items listed in "Required For All Submittals". If the proposed sign is ground mounted, "Building Elevations" are not required.	
10 copies of the proposed sign, including the proposed size, height, color, lighting, and materials	
DIGITAL SUBMITTAL:	
City staff requests that in addition to the required 10 copies of the complete application, that a .jpeg or .pdf of the complete application submittal also be submitted	
SITE PLAN DRAWING: (Shall include the following information that is applicable to your project)	
Location of all adjoining properties	
Lot size of the subject property	
Location and setbacks of all existing and proposed structures	
Location, size and setbacks of all existing and proposed off-street parking spaces, drive aisles and loading areas	
Location of all existing and proposed traffic access and circulation areas (including auto and pedestrian)	
Location of all existing and proposed streets, alleys and thoroughfares	
Location and size of all existing and proposed open spaces	
Location and size of all existing and proposed landscape areas	
Location of all existing and proposed refuse and service areas	
Location and size of all existing and proposed easements	
Location and size of all existing and proposed signage	
BUILDING ELEVATION DRAWING: (Shall include the following information that is applicable to your project)	
Pictures and/or drawings of all elevations of the subject/proposed building showing the following:	
Material type and color for existing and/or proposed facades	
Material type and color for existing and/or proposed exterior windows, doors and shutters	
Material type and color for existing and/or proposed roof	
Material type, color and style for existing and/or proposed exterior lighting	
Material type and color for existing and/or proposed handrails, pillars and decking	
Material type and color for existing and/or proposed gutters and downspouts	
Material type and color for existing and/or proposed decorative features	



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**2017 – DOWNTOWN DESIGN REVIEW BOARD
MEETING AND APPLICATION SUBMISSION DEADLINE SCHEDULE**

APPLICATION DEADLINE	MEETING DATE
December 19, 2016	January 19, 2017
January 16, 2017	February 16, 2017
February 16, 2017	March 16, 2017
March 20, 2017	April 20, 2017
April 18, 2017	May 18, 2017
May 15, 2017	June 15, 2017
June 20, 2017	July 20, 2017
July 17, 2017	August 17, 2017
August 21, 2017	September 21, 2017
September 19, 2017	October 19, 2017
October 16, 2017	November 16, 2017
November 21, 2017	December 21, 2017

Downtown Design Review Board meetings are held at 5:30 p.m. in Zanesville City Council Chambers, located in Zanesville City Hall (2nd floor), 401 Market Street, Zanesville, Ohio 43701