

**APPLICATION – PLANNING & ZONING, ARCHITECTURAL BOARD OF REVIEW**

ORANGE VILLAGE BUILDING DEPARTMENT  
4600 LANDER RD. - ORANGE VILLAGE, OH 44022 - 440-498-4405

**INSTRUCTIONS AND INFORMATION:** Please supply the information requested below. In addition to this information, applicants are required to submit plans and photographs which *adequately* describe the proposed project. Drawings required for submission shall include a site plan, elevations, construction drawings, floor plans, wall sections, or detail drawings. You may not have to submit all of these drawings, depending on your project. Building Department staff will help you determine what is needed for an adequate submission to the Board. **SUBMISSIONS THAT ARE NOT ADEQUATE FOR REVIEW WILL NOT BE ACCEPTED.**

**BUILDING PERMITS:** Construction may not begin until a building permit has been issued. After a project is approved by the PZ/ABR Board, plans will be reviewed for compliance with local and state building codes and the Orange Village Zoning Code. Applicants must submit drawings for plans examination. It is recommended that any changes required by the ABR be incorporated into the drawings. Applicants will be notified by phone or email on plans approval or disapproval.

**ZONING:** The applicant's submission is required to comply with the Zoning Code (e.g. yard requirements, setbacks, sign size, fence heights, canopies and awnings, etc.), and to obtain any necessary zoning approvals (e.g., administrative reviews, variances, etc.). For information on zoning, please call 440-498-4405. It is highly recommended that all zoning questions be resolved *before* submitting plans to the ABR since unresolved zoning issues may delay your project. If the ABR approves your plans, it *does not* mean that the project has received zoning approval.

**DEADLINE FOR PZ/ABR SUBMISSIONS IS TWO WEEKS (2) PRIOR THE BOARD'S NEXT MEETING. THE PZ/ABR MEETS ON THE 1<sup>ST</sup> AND 3<sup>RD</sup> TUESDAY OF EVERY MONTH AT 6:30 PM, IN COUNCIL CHAMBERS, AT VILLAGE HALL. A MINIMUM OF TEN (10) SETS OF PLANS MUST BE SUBMITTED.**

If you have any questions, please feel free to stop at the office in Village Hall or call the Building Department.

SECTION 1 – APPLICANT INFORMATION (Please PRINT or TYPE)

- Address of Project: \_\_\_\_\_
- Owner: \_\_\_\_\_ Phone No: \_\_\_\_\_
- Owner's Address: \_\_\_\_\_
- Owner's Email: \_\_\_\_\_
- Scope of Project: \_\_\_\_\_
- Plans submitted for (check one):  Preliminary Review     Approval
- Architect / Designer (if applicable): \_\_\_\_\_ Phone No: \_\_\_\_\_
- Architect / Designer's Email: \_\_\_\_\_
- Architect / Designer's Address: \_\_\_\_\_
- Contractor (if known): \_\_\_\_\_ Phone No: \_\_\_\_\_
- Contractor Email: \_\_\_\_\_
- Application made by: \_\_\_\_\_ Phone No: \_\_\_\_\_
- Who will represent the project before ABR: \_\_\_\_\_  
*(Note: A REPRESENTATIVE MUST BE PRESENT OR PLANS WILL NOT BE REVIEWED)*
- Signature: \_\_\_\_\_

**YOUR SCHEDULED MEETING IS \_\_\_\_\_**

**AT 6:30 PM, in COUNCIL CHAMBERS at VILLAGE HALL.**

**YOUR PROJECT IS # \_\_\_\_\_ ON THE AGENDA, PLEASE BE PROMPT.**