

APPLICATION – PLANNING & ZONING, ARCHITECTURAL BOARD OF REVIEW

ORANGE VILLAGE BUILDING DEPARTMENT
4680 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 BY **NOON TWO WEEKS (2) PRIOR THE BOARD'S NEXT MEETING**. THE PZ/ABR MEETS ON THE 1ST AND 3RD TUESDAY OF EVERY MONTH AT 6:30 PM, 4600 LANDER RD, AT VILLAGE HALL – COUNCIL CHAMBERS. **A MINIMUM OF TEN (10) SETS OF PLANS MUST BE SUBMITTED. A PDF OF THE PROJECT MUST BE E-MAILED TO THE BUILDING COMMISSIONER.**

If you have any questions, please feel free to stop at the office in the Building Department 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, at VILLAGE HALL – COUNCIL CHAMBERS – 4600 LANDER ROAD.

YOUR PROJECT IS # _____ ON THE AGENDA, PLEASE BE PROMPT.