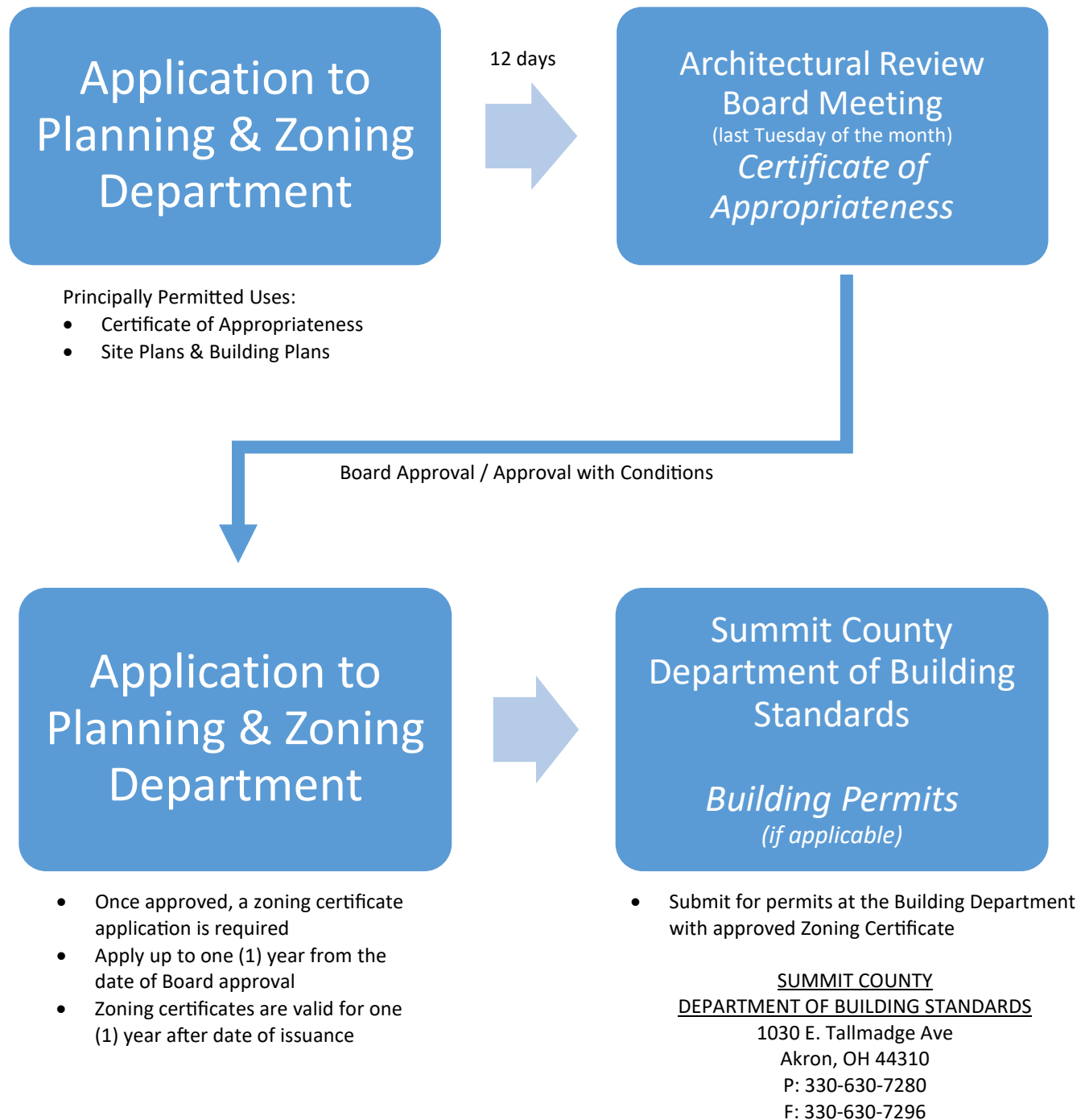


City of Tallmadge Overlay District Process

SIGNAGE PROJECTS





Application Submission Procedure

Certificate of Appropriateness

Any structures or signs being installed in Overlay Districts or any addition or alteration to a Registered Historic Structure in the City of Tallmadge must receive a Certificate of Appropriateness from the Architectural Review Board before application for a Zoning Certificate can be issued.

- Eight (8) completed application packets + 1 electronic version + fee per the Schedule of Fees must be received in the Planning & Zoning Department per the Meeting & Application Deadline Schedule 12 days prior to regularly scheduled Architectural Review Board meeting (generally held the last Tuesday each month).

The 8 application packets, stapled or clipped (no loose-leaf uncollated sets), must include:

- Typewritten application signed and dated by both applicant and owner
- Complete sets of drawings and specifications of proposed project.
- Site plan showing the plot configuration and its perimeter dimensions, all structures on the site, location of all structures adjacent to the site within fifty (50) feet of the property line, all vehicular drives, roads, related parking areas, main walks, walls, fences and major existing landscaping per the Zoning Code and the Overlay District Review Guidebook, as applicable.
- A vicinity map, a north arrow, the first-floor level and existing and finished grade elevations at each corner of new construction and at each corner of the site.
- Four elevation drawings - front, rear, 2 side elevations and cross-section shown to a scale not less than 1/4" per foot.
- Material and color samples of all major finish materials.
- Drawings or photos of existing structures where additions are to be constructed.
- A written narrative describing the proposal and objectives and how the design reinforces the objectives and meets the criteria for the Certificate of Appropriateness.

Applicant shall be present at the Architectural Review Board meeting.

After the approval of a Certificate of Appropriateness, a Zoning Certificate may be applied for in the City of Tallmadge Planning & Zoning Department.



**ARCHITECTURAL REVIEW BOARD
(ARB)**

ARB MEETING DATE (last Tuesday)	3 PM APPLICATION DEADLINE (12 days prior)
12/28/2021	12/14/2021
1/25/2022	1/13/2022
2/22/2022	2/10/2022
3/29/2022	3/17/2022
4/26/2022	4/14/2022
5/24/2022*	5/12/2022
6/28/2022	6/16/2022
7/26/2022	7/14/2022
8/30/2022	8/18/2022
9/27/2022	9/15/2022
10/25/2022	10/13/2022
11/29/2022	11/17/2022
12/27/2022	12/15/2022
1/31/2023	1/19/2023
<i>*due to Holidays</i>	



CERTIFICATE OF APPROPRIATENESS APPLICATION

For both Recognized Heritage Structures & Structures in Overlay Districts

ARCHITECTURAL REVIEW BOARD

Recognized Heritage Structure

FEE: _____

Located in the _____ Overlay District

Rec't # _____

Location of area/structure		Zoning District	
Description/Scope of Work			

Note: Scope of work will determine required fee per the Schedule of Zoning Fees (Ord. 109-2021)

APPLICANT INFORMATION

Applicant		Applicant Phone	
Address		Email	
City		State	Zip Code

OWNER INFORMATION (IF DIFFERENT THAN APPLICANT)

Owner/Business		Owner Phone	
Address		Email	
City		State	Zip Code

BRIEF DESCRIPTION OF PROPOSED WORK:

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APPLICANT SHALL FURNISH 10 FOLDED, ASSEMBLED, STAPLED SETS OF THE FOLLOWING:

- 1) Typewritten application
- 2) Complete sets of drawings and specifications of proposed project.
- 3) Site plan showing the plot configuration and its perimeter dimensions, all structures on the site, location of all structures adjacent to the site within fifty (50) feet of the property line, all vehicular drives, roads, related parking areas, main walks, walls, fences and major existing landscaping per Zoning Code Section 1103.12 Design Control Overlay District (O-DC) and Title 9 of the Zoning Code Historic Regulations and Design Criteria and the Design Control Overlay District (O-DC) Review Guidebook.
- 4) A vicinity map, a north arrow, the first-floor level and existing and finished grade elevations at each corner of new construction and at each corner of the site.
- 5) Four elevation drawings - front, rear, 2 side elevations and cross-section shown to a scale not less than 1/4" per foot.
- 6) Material and color samples of all major finish materials.
- 7) Drawings or photos of existing structures where additions are to be constructed.
- 8) A written narrative describing the proposal and objectives and how the design reinforces the objectives and meets the criteria for the Certificate of Appropriateness.

NOTE: The application must be received at least twelve (12) days prior to the regular scheduled Architectural Review Board meeting which is held the last Tuesday of each month in the City Council Chambers. **Applicant shall be present.**

I hereby certify that all of the above statements and the statements contained in any supporting data are true to the best of my knowledge. I hereby give consent to City of Tallmadge Officials while this application is pending, to come on the subject property for purpose of reviewing the potential effect of this request.

Date: _____

Date: _____

Applicant: _____
(Signature)

Owner: _____
(Signature)

(Printed Name)

(Printed Name)