



APPLICATION FOR DESIGN REVIEW

Zoning Department
26 S. Phelps St., 5th Floor
Youngstown, OH 44503
(330) 742-8804

Applicant

Name (First and Last)

Mailing Address

City State Zip

Daytime Phone

Project Information

Project Address

Parcel No.

Description of project and materials:

Property Owner

Name (First and Last)

Mailing Address

City State Zip

Daytime Phone

Presentation Attendees

List names and affiliations of all those expected to represent your project at the meeting.

Applicant Signature and Date

I confirm that all required information for design review is complete and accurate to my knowledge, as per the Design Review Submittal Requirements Checklist. (Typing your name is sufficient.)

**Note: Completed application must be submitted 10 days prior to meeting held the 1st Tuesday of each month.
Please email application and all supporting materials to design@youngstownohio.gov.**

Design Review Submittal Requirements Checklist

PLAT

SITE PLAN

All plans shall clearly designate the following:

- address of site
- property and street pavement lines
- existing and proposed contours
- gross area of tract, in square feet
- location of all existing buildings (to remain) and proposed buildings on the site and all buildings within 50 feet of the site's boundaries
- proposed ingress and egress to site including parking areas, stalls, and adjacent streets, traffic flow shall be indicated with directional arrows
- where parking is involved, calculations for determining required number of off-street parking spaces; number of spaces proposed; and the maximum number of all vehicles that would be on-site at any one time
- treatment of open space, including the following:
 - landscaping of the site, including that which is existing and will be retained, and new additions
 - calculations determining required number of trees and plantings: type, size, and number of plantings
 - placement of any street furniture; setbacks from property lines for ground signage must be shown

ELEVATIONS

Shall illustrate all building faces under consideration as well as those immediately adjacent to the site. Drawings shall illustrate materials, colors, and textures of all primary materials to be used, and must show exact placement of all proposed signage. In addition, drawings are required for the following:

- wall and free standing signage: scaled drawings of each face, showing size specifications, letter size and graphics, and a description of sign and frame construction materials and colors; wall anchorage or ground systems must be detailed
- lighting standards: drawings indicating size specifications, material and colors, lighting intensity, ground or wall anchorage details
- street furniture: any furniture, planters, fencing or other decorative elements should be illustrated

BUILDING PLANS/SPECIFICATIONS

Building plans and specifications shall be submitted in their preliminary form.

SUPPORT MATERIALS

Additional support materials, such as photos or power point presentations, sectional studies or other documentation and building material samples may be submitted in addition to the above requirements.

Applicant Initials and Date

I confirm that all required information for design review is complete and accurate as per this checklist, and I've provided justification in writing for anything incomplete. (Typing your initials is sufficient.)

Design Review Submittal Requirements Justification Form

If your application is missing any of the items on the Design Review Submittal Requirements Checklist, use this section to provide written justification for each incomplete section. Clearly explain why you believe this information is not necessary or cannot be fulfilled for your application. Be sure to provide detailed reasoning for each section to help us better understand your situation and expedite the review process.

Please note that written justification must be provided for each incomplete section in order for the application to proceed to the design review stage. Please write N/A if your application is complete as per the checklist.

Applicant Initials and Date

I confirm that all information provided is true and accurate to the best of my knowledge. I understand that any false or misleading information may result in the rejection of my application. (Typing your initials is sufficient.)