



APPLICATION FOR DESIGN REVIEW
COMMUNITY PLANNING ECONOMIC DEVELOPMENT
26 S. Phelps St., 4th Floor
Youngstown, OH 44503
330-742-8842

Date: _____

Name of Applicant

Mailing Address

City, State

Zip

Daytime Phone

Name of Property Owner

Mailing Address

City, State

Zip

Daytime Phone

Description of Project and Materials: _____

Location of Project: City Lot/Outlot _____

Address _____

Presentation to be made by (list names and affiliations of all those expected to attend meeting): _____

Applicant

Note: Application must be submitted 10 days prior to meeting held the 1st Tuesday of each month.

DESIGN REVIEW SUBMITTAL REQUIREMENTS

Application must be submitted 10 days prior to meeting.

1) **PLAT**

2) **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 employees, customers, office vehicles, residents or combination 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 should be illustrated
 - placement of any street furniture, including benches, planters, lighting, free standing signage, fencing; setbacks from property lines for ground signage must be shown

3) **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.

4) **BUILDING PLANS/SPECIFICATIONS**

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

5) **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.