



**CITY OF DUBLIN, OH**

Land Use and  
Long Range Planning  
5800 Shier-Rings Road  
Dublin, Ohio 43016-1236

Phone/ TDD: 614-410-4600  
Fax: 614-410-4747  
Web Site: www.dublin.oh.us

# ARCHITECTURAL REVIEW BOARD APPLICATION

(Code Sections 153.170-153.187)

## I. PLEASE CHECK THE TYPE OF APPLICATION:

<input type="checkbox"/> New Construction	<input type="checkbox"/> Roof, Door or Window Replacements or Additions
<input type="checkbox"/> Building Addition	<input type="checkbox"/> Gutter and Downspout Replacements or Additions
<input type="checkbox"/> Demolition	<input type="checkbox"/> External Mechanical Equipment (AC units, vents, HVAC, etc.)
<input type="checkbox"/> Signage and Lighting	<input type="checkbox"/> Parking, Paving and other Hard Surfaces
<input type="checkbox"/> Re-painting	<input type="checkbox"/> Other (Please Specify) _____
<input type="checkbox"/> Landscaping (Non-Residential)	
<input type="checkbox"/> Re-siding	

## II. PROPERTY INFORMATION: This section must be completed.

Property Address(es):	
Tax ID/Parcel Number(s):	Parcel Size(s) (Acres):
Existing Land Use/Development:	

IF APPLICABLE, PLEASE COMPLETE THE FOLLOWING:

Proposed Land Use/Development:
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## III. CURRENT PROPERTY OWNER(S): Please attach additional sheets if needed.

Name (Individual or Organization):	
Mailing Address: (Street, City, State, Zip Code)	
Daytime Telephone:	Fax:
Email or Alternate Contact Information:	

**IV. APPLICANT(S):** This is the person(s) who is submitting the application if different than the property owner(s) listed in part III. Please complete if applicable.

Name:	Applicant is also property owner: yes <input type="checkbox"/> no <input type="checkbox"/>
Organization (Owner, Developer, Contractor, etc.):	
Mailing Address: (Street, City, State, Zip Code)	
Daytime Telephone:	Fax:
Email or Alternate Contact Information:	

**V. REPRESENTATIVE(S) OF APPLICANT / PROPERTY OWNER:** This is the person(s) who is submitting the application on behalf of the applicant listed in part IV or property owner listed in part III. Please complete if applicable.

Name:	
Organization (Owner, Developer, Contractor, etc.):	
Mailing Address: (Street, City, State, Zip Code)	
Daytime Telephone:	Fax:
Email or Alternate Contact Information:	

**VI. AUTHORIZATION FOR OWNER’S APPLICANT or REPRESENTATIVE(S):** If the applicant is not the property owner, this section must be completed and notarized.

I _____, the owner, hereby authorize _____ to act as my applicant or representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all representations and agreements made by the designated representative.	
Signature of Current Property Owner:	Date:

Check this box if the Authorization for Owner’s Applicant or Representative(s) is attached as a separate document

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

State of \_\_\_\_\_

Stamp or Seal

County of \_\_\_\_\_ Notary Public \_\_\_\_\_

**VII. AUTHORIZATION TO VISIT THE PROPERTY:** Site visits to the property by City representatives are essential to process this application. The Owner/Applicant, as notarized below, hereby authorizes City representatives to visit, photograph and post a notice on the property described in this application.

I _____, the owner or authorized representative, hereby authorize City representatives to visit, photograph and post a notice on the property described in this application.	
Signature of applicant or authorized representative:	Date:

**VIII. UTILITY DISCLAIMER:** The Owner/Applicant acknowledges the approval of this request for rezoning by the Dublin Planning and Zoning Commission and/or Dublin City Council does not constitute a guarantee or binding commitment that the City of Dublin will be able to provide essential services such as water and sewer facilities when needed by said Owner/Applicant.

I _____, the owner or authorized representative, acknowledge that approval of this request does not constitute a guarantee or binding commitment that the City of Dublin will be able to provide essential services such as water and sewer facilities when needed by said Owner/Applicant.	
Signature of applicant or authorized representative:	Date:

**IX. APPLICANT’S AFFIDAVIT:** This section must be completed and notarized.

I _____, the owner or authorized representative, have read and understand the contents of this application. The information contained in this application, attached exhibits and other information submitted is complete and in all respects true and correct, to the best of my knowledge and belief.	
Signature of applicant or authorized representative:	Date:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

State of \_\_\_\_\_

Stamp or Seal

County of \_\_\_\_\_ Notary Public \_\_\_\_\_

**NOTE: THE OWNER, OR NOTED REPRESENTATIVE IF APPLICABLE, WILL RECEIVE A FACSIMILE CONFIRMING RECEIPT OF THIS APPLICATION**

<b>FOR OFFICE USE ONLY</b>			
Amount Received:	Application No:	ARB Date(s):	ARB Action:
Receipt No:	Map Zone:	Date Received:	Received By:
Type of Request:			
N, S, E, W (Circle) Side of:			
N, S, E, W (Circle) Side of Nearest Intersection:			
Distance from Nearest Intersection:			
Existing Zoning District:			

# ARCHITECTURAL REVIEW BOARD SUPPLEMENTAL APPLICATION REQUIREMENTS

PLEASE SUBMIT THE FOLLOWING FOR CITY REVIEW: All application materials must be stapled and collated at the time of submission. Large plans must also be folded. Planning may later request the submission of revised plans that incorporate review comments. Additional copies of revised submittals are required for the Architectural Review Board hearing.

ONE (1) CD CONTAINING ELECTRONIC COPIES OF ALL APPLICATION MATERIALS REQUIRED FOR SUBMISSION. Files must be labeled and submitted as PDFs or JPEGs, or an appropriate alternative electronic format.

FOURTEEN (14) ORIGINAL SIGNED AND NOTARIZED APPLICATION FORMS AND SUPPORTING MATERIALS CONSISTING OF:

FOURTEEN (14) COPIES OF THE ARCHITECTURAL REVIEW BOARD APPLICATION STATEMENT INCLUDING RESPONSES TO THE FOLLOWING:

Please describe in detail all proposed site alterations checked in Section I, Application Type.

Explain how the proposed architectural or site alterations meet the design recommendations of the *Historic Dublin Design Guidelines* and other applicable Code requirements.

FOURTEEN (14) COPIES OF A LEGAL DESCRIPTION FOR EACH PARCEL INCLUDED.

FOURTEEN (14) COPIES OF A LIST OF PROPERTY OWNERS WITHIN 300 FEET of the perimeter of the property based on the County Auditor's current tax list, including parcel number, owner name (not mortgage company or tax service), and complete address. It is the policy of the City of Dublin to notify surrounding property owners of pending applications under public review.

IF APPLICABLE, FOURTEEN (14) COPIES OF THE APPROVED DEVELOPMENT TEXT.

FOURTEEN (14) SMALL (11X17) and FOURTEEN (14) LARGE (22X34) COPIES OF SITE PLAN SHOWING:

North arrow and bar scale.

Location, size and dimensions of all existing and proposed conditions and structures (significant natural features, landscaping, structures, additions, decks, access ways, parking).

Proposed Uses (Regional transportation system, densities, number of dwellings, building/unit types, square footages, parking, open space, etc.).

Size of the site in acres/square feet.

All property lines, setbacks, street centerlines, rights-of-way, easements, and other information related to the site.

Existing and proposed zoning district boundaries.

Use of land and location of structures on adjacent properties.

FOURTEEN (14) COPIES OF THE FOLLOWING SCALED PLANS (IF APPLICABLE):

Grading Plan

Landscaping Plan

Lighting Plan

Utility and/or Stormwater Plan

Tree Survey, Tree Preservation and Tree Replacement Plans

# ARCHITECTURAL REVIEW BOARD

## SUPPLEMENTAL APPLICATION REQUIREMENTS

- IF APPLICABLE, FOURTEEN (14) COPIES OF SCALED, ARCHITECTURAL ELEVATIONS with proposed colors and materials noted
- IF APPLICABLE, FOURTEEN (14) SMALL (11X17) COPIES and ONE (1) LARGE (24X36) COPY OF SCALED DRAWINGS SHOWING:
  - Location of signs and sign type (wall, ground, projecting, or window).
  - Sign dimensions, including letter sizes and proposed distance from sign to grade.
  - Copy layout and lettering styles (fonts) of signage.
  - Materials and manufacturer to be used in fabrication.
  - Total area of sign face (including frame)
  - Type of illumination
- MATERIAL/COLOR SAMPLES (swatches, photos, plans, or product specifications). Include manufacturer name and product number

# ARCHITECTURAL REVIEW BOARD SUPPLEMENTAL APPLICATION REQUIREMENTS

## § 153.236 ARCHITECTURAL REVIEW BOARD APPROVAL CRITERIA.

In considering the appropriateness of any proposed environmental change, including landscaping or exterior signage, the Architectural Review Board shall consider the following:

- (A) Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure or site and its environment, or to use a property for its originally intended purpose.
- (B) The distinguishing original qualities or character of a period building, structure, site and/or its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural or environmental features should be avoided when possible.
- (C) All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance inconsistent or inappropriate to the original integrity of the building shall be discouraged.
- (D) Whereas changes which may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment, if these changes are deemed to have acquired significance, then this significance shall be recognized and respected.
- (E) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be treated with sensitivity.
- (F) Significant architectural features which have deteriorated shall be repaired rather than replaced, wherever possible. In event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities whenever possible. Repair or replacement of architectural features should be based on accurate duplication of the feature, and if possible, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- (G) The surface cleaning of structures shall be undertaken with methods designed to minimize damage to historic building materials. Sandblasting and other cleaning methods that will damage the historic building materials should be avoided.
- (H) Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, any project.
- (I) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural materials, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.
- (J) Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure would be unimpaired. Additions to the least significant and least visible faces of historic properties should be given priority over other designs.
- (K) The Review Board shall consider the advice of those consultants whose opinion is sought by the Board with respect to any application for an ARB Board Order.