



City of Olmsted Falls  
 Department of Building & Zoning  
 9234 Columbia Road, Olmsted Falls Ohio 44138  
 440.235.1055 Fax 440.427.2147  
 E-mail [building@olmstedfalls.org](mailto:building@olmstedfalls.org)

## OLMSTED FALLS ARCHITECTURAL BOARD OF REVIEW (ABR) APPLICATION

SITE ADDRESS: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ PERMANENT PARCEL #: \_\_\_\_\_

APPLICANT/AGENT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

REASON FOR APPLICATION:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Today's Date: \_\_\_\_\_ ABR Meeting Date: \_\_\_\_\_

**SPECIFIC APPROVAL REQUESTED:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Commercial Sign – Section 1444.04(d)</li> <li><input type="checkbox"/> Preliminary Plat for a major residential subdivision – Section 1444.04(c)</li> <li><input type="checkbox"/> Alteration to a property within a historic district – Section 1444.05(a)(2)</li> <li><input type="checkbox"/> Alteration to a building, landmark or structure on the historic inventory – Section 1444.05(a)(3) &amp; (5)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Development Plan including but not limited to new PRD's and MUPD's, new professional, commercial and industrial developments, and conditional uses – Section 1444.04(c)</li> <li><input type="checkbox"/> Alteration, addition, and/or new construction of non-residential use – Section 1444.05(a)(4)</li> </ul> |
|---|---|

This application must be completed in its entirety and submitted to the Building Department. Only after the Zoning Administrator approves the application will you be placed on the agenda for the next available ABR meeting. Please refer to the checklist for all materials necessary for application submittal. It is at the discretion of the Zoning Administrator to determine if additional documentation is necessary.



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## SUBMITTAL CHECKLISTS

The following items are needed in order to be placed on the agenda for the ABR:

### Commercial Sign:

- 1. Scaled site plan including topography, building footprints, driveways, and parking
- 2. Elevation drawings
- 3. List of materials used on exterior of structure(s) including manufacturer's name, colors, and texture of building materials. MUST BRING SAMPLES TO MEETING
- 4. Color Drawing of Signage – scaled representation of sign including exact font and wording
- 5. Color photographs of site and surrounding properties. If possible, include photograph taken from neighboring viewpoint

### Preliminary Plat within a major residential subdivision:

- 1. Scaled site plan including topography, building footprints, driveways, parking, streetscaping and landscaping
- 2. Elevation drawings
- 3. Floor plans
- 4. List of materials used on exterior of structure(s) including manufacturer's name, colors, and texture of building materials. MUST BRING SAMPLES TO MEETING
- 5. Color photographs of site and surrounding properties. If possible, include photograph taken from neighboring viewpoint
- 6. Aerial photograph
- 7. Subdivision Development Plan

### Development Plan including but not limited to new PRD's and MUPD's, new professional, commercial and industrial developments, and conditional uses

- 1. Scaled site plan of the area including topography, building footprints, driveways, parking, streetscaping, and landscaping
- 2. Elevation drawings
- 3. Floor plans
- 4. List of materials used on exterior of structure(s) including manufacturer's name, colors, and texture of building materials. MUST BRING SAMPLES TO MEETING
- 5. For non residential: Rooftop Mechanical Equipment sizing, location, and screening
- 6. Exterior Lighting plan
- 7. Aerial photograph



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## **SUBMITTAL CHECKLIST (continued)**

### **Alteration to a property within an historic district OR**

#### **Alteration to a building, landmark, or structure on the historic inventory**

- 1. Scaled site plan of the area including topography, building footprints, driveways, parking, streetscaping, and landscaping
- 2. Elevation drawings
- 3. Floor plans
- 4. List of materials used on exterior of structure(s) including manufacturer's name, colors, and texture of building materials. **MUST BRING SAMPLES TO MEETING**
- 5. Color photographs of site and surrounding properties. If possible, include photograph taken from neighboring viewpoint

#### **Alteration, addition, and/or new construction of non-residential use – Section 1444.05(a)(4):**

- 1. Scaled site plan of the area including topography, building footprints, driveways, parking, streetscaping, and landscaping
- 2. Elevation drawings
- 3. Floor plans
- 4. List of materials used on exterior of structure(s) including manufacturer's name, colors, and texture of building materials. **MUST BRING SAMPLES TO MEETING**
- 5. Rooftop Mechanical Equipment sizing, location, and screening
- 6. Exterior Lighting plan
- 7. Signage – scaled representation of sign including exact font and wording
- 8. Color photographs of site and surrounding properties. If possible, include photograph taken from neighboring viewpoint
- 9. Aerial photograph

**All drawings should be to scale and provide measurements where appropriate. All photos of elevations and building material MUST be in color.**



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Planning and Zoning Department Notes and Comments:

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CERTIFICATE OF APPROPRIATENESS

Action

- APPROVED       DENIED (IF DENIED: Applicant notified of proper recourse \_\_\_\_\_)

Conditions: \_\_\_\_\_

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- Referred to Council (30 Day Limit)  
 Referred to Planning & Zoning Commission (30 Day Limit)  
 Application Withdrawn (Date: \_\_\_\_\_)

Signed for ABR:

\_\_\_\_\_

Name & Title

\_\_\_\_\_

Date