

# City of Lorain Design Review Board

## Application for Certificate of Appropriateness

Commercial Property Address:	
Owner:	
Applicant:	
Phone Number:	
E-mail Address:	

*Applications must be completed in **FULL** to be considered by the Design Review Board.*

**Required documents (8) FULL SETS:**

1. Site Plan – Drawing showing location, type, size or dimensions of proposed and/or existing structures and site features including landscape detail, parking lots, retention ponds, signage, dumpster location, fencing, light locations, etc.
2. Building Elevations – Drawings showing the front, rear and side elevations of the proposed structure(s) which include the color and a description of all materials.
3. Photographs – Photographs showing the proposed project site and surrounding properties.
4. Color samples for proposed materials.

Check ALL that apply:

<input type="checkbox"/>	New Construction	<input type="checkbox"/>	Addition	<input type="checkbox"/>	Demolition
<input type="checkbox"/>	New Signage	<input type="checkbox"/>	Rehab of Signage	<input type="checkbox"/>	Painting
<input type="checkbox"/>	Parking Lot	<input type="checkbox"/>	Porch/Patio	<input type="checkbox"/>	Door(s)/Window(s)
<input type="checkbox"/>	Roof	<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	Exterior Lighting
Other:					
Brief Description of Work: _____					
_____					

**Who will be performing the work?**

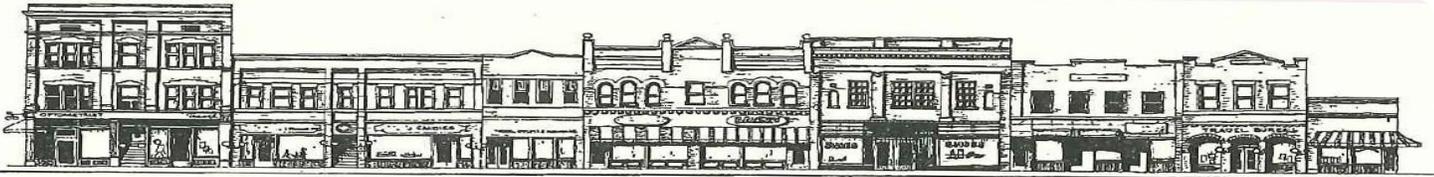
Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**What is the approximate cost of work?:** \_\_\_\_\_

OFFICE USE:	DRB Case #:	Hearing Date:
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<b>Signature of Owner/Applicant:</b>	<b>Date:</b>
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# City of Lorain Design Review Board Certificate of Appropriateness Application Procedures **(MUST BE SIGNED BY OWNER/APPLICANT)**

Completed applications, along with all required photos and prints, **must** be filed with the Design Review Board, C/O Department of Building, Housing & Planning by 12:00 noon, 14 days prior to the Design Review Board meeting. **This requirement will be strictly adhered to.** The Design Review Board meets on the 2<sup>nd</sup> Tuesday of each month at 3:30P.M., in the City of Lorain Council Chambers, 1<sup>st</sup> Floor, Lorain City Hall.

Each application is reviewed in terms on its compatibility with the accepted Design Guidelines. A copy of these guidelines may be obtained through the Department of Building, Housing & Planning.

In order for your plans to be reviewed and acted upon, the owner, applicant or legal representative must be present at the Design Review Board meeting. This is required to immediately resolve questions regarding a project and permit a “Certificate of Appropriateness” to be issued with needless delay. A legal representative may be: an officer of the company, officer or trustee of a non-possessing power to negotiate on behalf of and to legally bind the applicant.

Upon review of a proposal for change, the Design Review Board may grant “approval”, “conditional approval”, or “denial” of an application:

- |   |
|---|
| <ul style="list-style-type: none"><li>• If the Board decides to <b>approve</b> an application, the applicant may proceed in obtaining any <b>Building Permits</b> (if required). <b>*Please contact the Building Department*</b></li></ul>  |
| <ul style="list-style-type: none"><li>• If the Board decides to <b>conditionally approve</b> an application, approval is based upon certain requirements being met. The applicant <b>must certify in writing</b> that he/she will oblige to the recommendations of the board. If the applicant is unwilling to comply with the Board recommendations, any new or revised information is to be submitted as according to rules stated above.</li></ul> |
| <ul style="list-style-type: none"><li>• If the Board decides to <b>deny</b> an application due to compatibility to Design Guidelines, the Review Board will state in writing reasons for disapproval and their recommendations. The Board will work with the applicant for sixty (60) day period to develop an acceptable plan.</li></ul>   |

Any questions you might have, regarding the design review process, should be directed to Kellie Glenn, Administrator, C/O Department of Building, Housing & Planning, (440)-204-2020.

<b>Signature of Owner/Applicant:</b>	<b>Date:</b>
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