



Village of Minerva Park

PLANNING & ZONING
 2829 MINERVA LAKE RD
 COLUMBUS OH 43231
 PHONE: 614-882-5743
 FAX: 614-882-0701

PERMIT NO: _____
MP NO. _____
RECD BY _____ DATE: _____

PROPERTY IMPROVEMENT / ACCESSORY / DESIGN / DEMO APPLICATION

USE FOR: Accessory buildings (Sheds, detached garage), Exterior remodel, Additions, Landscaping, Parking lots

PLEASE NOTE: This application is not to be considered complete until all documents are received and approved by Planning & Zoning Administration.

Project/Property Address or Location:		Project Name/Business Name (if applicable)			
Parcel ID No.(s):		Current Zoning:		Total Acreage:	
<i>Please check all that apply</i>					
LANDSCAPING <input type="checkbox"/> Including parking lots	BUILDING <input type="checkbox"/> Exterior remodel, Additions, Deck, Patio	ACCESSORY <input type="checkbox"/> Accessory Structures (sheds, garage), Pools/Spas	REVIEW <input type="checkbox"/> Exterior paint, Doors, Windows	DEMOLITION <input type="checkbox"/>	SIGNS –use sign permit FENCE – use fence permit DRIVE/SIDEWALK – use driveway/sidewalk permit
Description of project (include dimension / square feet):					
APPLICANT Name (primary contact) – do not use a business name			Applicant Address:		
Applicant E-mail:			Applicant Phone No.:		
BUSINESS Name:					
ATTORNEY/AGENT Name:			Attorney/Agent Address:		
Attorney/Agent E-mail:			Attorney/Agent Phone No.:		
ADDITIONAL CONTACTS (please list all applicable contacts)					
Name(s):			Contact Information (phone no./email):		
Contractor					
Developer					
Architect					
PROPERTY OWNER Name:			Property Owner Contact Information (phone no./email):		

APPLICANT SIGNATURE BELOW CONFIRMS THE SUBMISSION REQUIREMENTS HAVE BEEN COMPLETED (see page 2 & 3)

I certify that the information on this application is complete and accurate to the best of my knowledge, and that the project as described, if approved, will be in accordance with the conditions and terms of that approval.

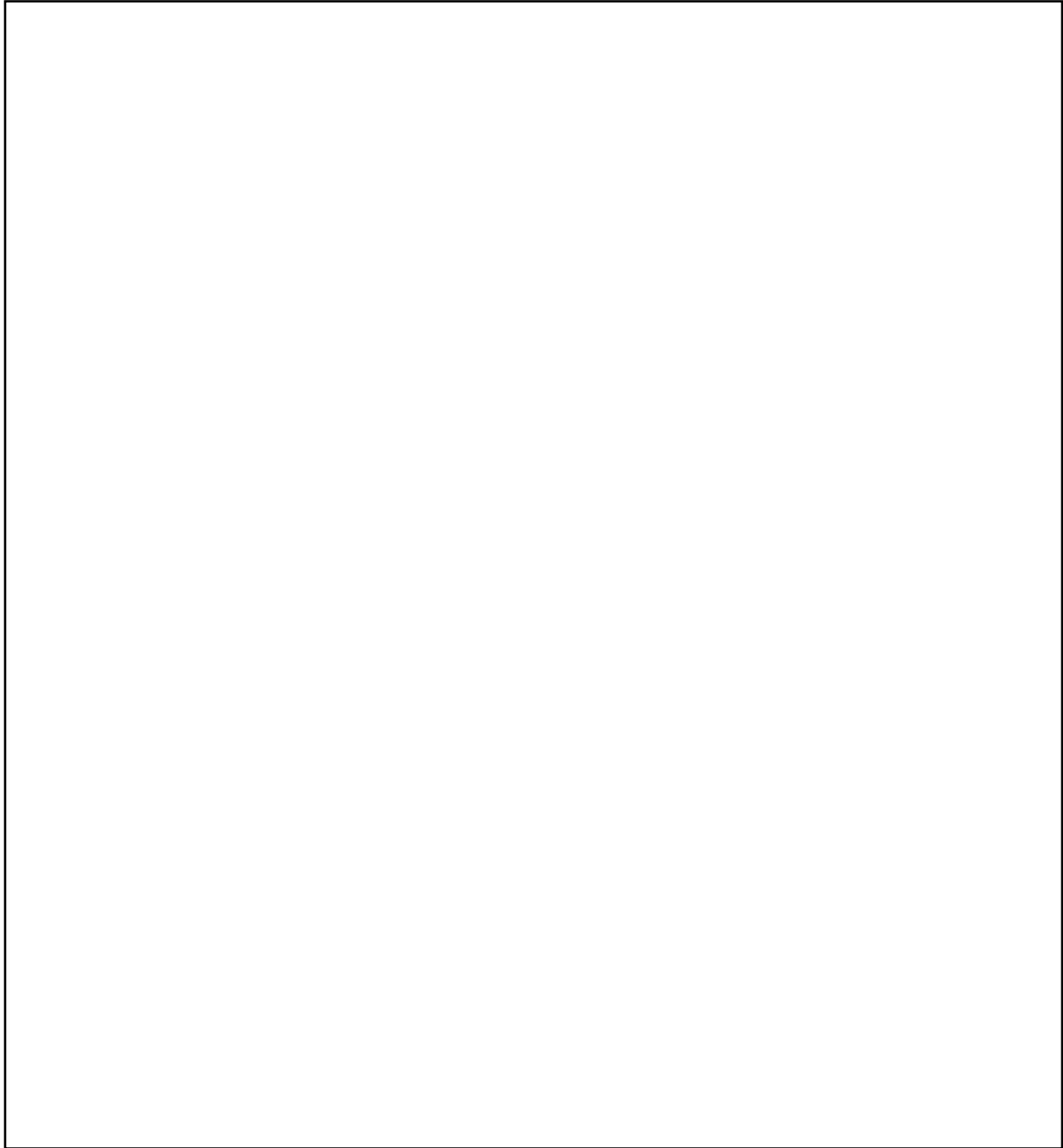
Applicant Signature: _____ Date: _____

Location: _____ Permit # _____

SITE PLAN - REQUIRED

FOR LANDSCAPING, BUILDING, DEMO & ACCESSORY STRUCTURES ONLY

Please show property lines, all dimensions of existing structures, any proposed structures, and how far structures are from one another, and dimensions from the property lines (*you may use graph paper, or any other site plan showing this required information*)



___ NOT TO SCALE ___ TO SCALE

INTERNAL USE

Zoning File No: _____
 PC Meeting Date: _____
 PC File No: _____

RECEIVED: _____
 DATE: _____

PAID: _____
 DATE: _____
 CHECK#: _____

STAFF USE - INTAKE	TO BE COMPLETED/SUBMITTED BY THE APPLICANT:	APPLICANT		STAFF USE	
		YES	N/A	YES	N/A
	1. Review Minerva Park Code				
	2. Pre-application conference with Code Enforcement				
	3. Materials List (see page 3) – does not apply to demolition applicants				
	4. Authorization Consent Form Complete				
	6. Application and all supporting documents submitted				
	7. Application fee paid (in accordance with the Planning & Zoning Fee Schedule)				
FEE					
\$25	<input type="checkbox"/> EXTERIOR MAINTENANCE (material)				
\$25	<input type="checkbox"/> WINDOWS # ____ <input type="checkbox"/> DOORS # ____				
\$25	<input type="checkbox"/> SHED / STORAGE BUILDING (under 200 sqft)				
\$100	<input type="checkbox"/> ACCESSORY STRUCTURE (garage)-required a zoning certificate & building permit				
\$25	<input type="checkbox"/> DECK _____sqft <input type="checkbox"/> PATIO _____ sqft				
\$25	<input type="checkbox"/> ROOF REPLACEMENT				
\$25	<input type="checkbox"/> LANDSCAPING (grading and other major projects)				
\$100	<input type="checkbox"/> ADDITION (required zoning certificate & building permit)				
\$100	<input type="checkbox"/> REMODEL				
\$50	<input type="checkbox"/> POOL ___ Inground ___Above Ground <input type="checkbox"/> SPA				
----	FENCE – use Fence Permit				
----	Driveway / Sidewalk – use Driveway/Sidewalk Permit				
----	DEMO – use Demo Permit				
----	PLUMBING – use Plumbing Permit				
----	ELECTRICAL – Use Electrical Permit				
	<input type="checkbox"/> ADDITIONAL INSPECTIONS _____ \$75 each				
PLEASE CONTINUE TO THE APPROPRIATE SECTION OF REQUIREMENTS FOR YOUR PROJECT NOTE: All plans must be submitted in 8.5x11", 11x17", or 24x36" (folded, not rolled, to 8.5x11")					
SITE PLAN / LANDSCAPING / BUILDING DESIGN REQUIREMENTS					
GENERAL REQUIREMENTS					
	1. One 24" x 36" & One 11" x 17" prints of the plans				
	2. Color photographs illustrating the site, buildings & other existing features as well as adjacent properties (identify photograph locations)				
	3. A list of all samples to include color names & PMS #s (required for all exterior materials) – please bring samples to meeting(s)				
	4. Color rendering(s) of the project in plan/perspective/or elevation				
BUILDING CONSTRUCTION, EXTERIOR REMODELING, & ADDITIONS (INCLUDING PARKING LOTS & LANDSCAPING)					
	1. <u>SITE PLAN</u> that includes the following: (include: scale, north arrow, & address)				
	- All property & street pavement lines				
	- Gross area of tract stated in square feet				

	- Proposed ingress/egress to the site, including onsite parking area(s), parking stalls, adjacent streets. Delineate traffic flow with directional arrows & indicate location of the direction signs or other motorist's aids (if any)				
	- Location of all existing and proposed buildings on the site				
	- Location of all existing (to remain) & proposed lighting standards				
	- Breakdown of parking spaces required & spaces provided (see MP code)				
	- Provide lot coverage breakdown of building & paved surface areas				
	2. LANDSCAPE PLAN (including plant list)				
	- Existing landscaping that will be retained & proposed landscaping shall be differentiated & shown on the plan. The type, size, number, & spacing of all plantings & other landscape features must be illustrated				
	- Location of all isolated existing trees having a diameter of six" +; (tree masses may be shown with a diagrammatic outline & a written inventory of individual trees exceeding 6" in caliper)				
	- Designation of required buffer screen (if any) between parking area & adjacent property				
	- Interior landscaping breakdown for paved surface (see MP Code)				
	3. ELEVATIONS from all sides & related elevations of any existing structure that includes the following: (include: scale, north arrow, & address)				
	- Exterior material identified				
	- Fenestration, doorways, & all other projecting & receding elements of the bldg exterior				
	4. LIGHTING STANDARD DRAWING that includes the following: (scaled drawing)				
	- All sizing specifications				
	- Info. on lighting intensity (no. of watts; isofootcandle diagram, at least ½ ft candles req.)				
	- Materials, colors & manufacturer's cut sheet				
	- Ground or wall anchorage details				
CONTINUE TO PAGE 3					
	5. OPTIONAL REQUIREMENTS AT THE DISCRETION OF PLANNING COMMISSION:				
	- Scale model				
	- Section profiles				
	- Perspective drawing				
DEMOLITION OR REMOVAL OF EXISTING STRUCTURES REQUIREMENTS					
	1. ONE OR MORE OF THE FOLLOWING CONDITIONS MUST EXIST:				
	- That the building contains no features of special architecture or is not a historical building or culturally significant or is not consistent in design & style with other structures within the district				
	- That there exists no viable economic use for the building in its current state or as it might be restored or that there is not a feasible and prudent alternative to demolition and that the approval of the demolition is necessary for the preservation and enjoyment of substantial property rights				
	- That the applicant has a definite plan for redevelopment of the site which meets the standards of this Code and the proposed redevelopment will not materially affect adversely the health or safety of persons residing or working in the district where the demolition will occur and will not be materially detrimental to the public welfare or injurious to property or improvement in such neighborhood				

MATERIALS LIST
FOR BUILDING & ACCESSORY

ITEM	MANUFACTURER NAME	MATERIAL	COLOR / OTHER
Awnings			
Brick			
Gutters & Downspouts			
Lighting			
Roofing			
Siding			
Signs			
Stucco			
Trim			
Windows			
Deck, Patio			

Please describe your project, include any material, color, etc.

AUTHORIZATION CONSENT FORM

If you are filling out more than one application for the same project & address, you may submit a copy of this form with additional applications

AUTHORIZATION FOR OWNER'S APPLICANT OR REPRESENTATIVE(S) *If the applicant is not the property owner, this section must be completed*

I, _____, the owner or authorized owner's representative of the subject property listed on this application, 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 terms and agreements made by the designated representative.

Property Owner Signature: _____ **Date:** _____

AUTHORIZATION TO VISIT PROPERTY

I, _____, the owner or authorized owner's representative of the subject property listed on this application, hereby authorize City representatives to visit, photograph and post notice (if applicable) on the property as described in this application.

Property Owner Signature: _____ **Date:** _____

AGREEMENT TO COMPLY AS APPROVED

I, _____, the applicant of the subject property listed on this application, hereby agree that the project will be completed as approved and any proposed changes to the approved plan shall be submitted for the review and approval to the Planning and Zoning Division staff

Applicant Signature: _____ **Date:** _____

APPLICATION ACCEPTANCE

If This application has been reviewed and is considered complete and is hereby accepted by the Planning & Zoning Dept of Village of Minerva Park and shall be:

- Forwarded to the Village of Minerva Park Planning & Zoning Commission for consideration.
- Forwarded to the Administration for consideration.

Planning & Zoning Administrator Signature: _____

APPROVAL BY THE PLANNING & ZONING ADMINISTRATOR

In accordance with the Codified Ordinances of the Village of Minerva Park, I hereby certify that this project, as stated above, was approved by the Planning & Zoning Administrator on _____. The applicant shall comply with any conditions approved by the Planning and Zoning Administrator and shall comply with all building, zoning and landscaping regulations of the Village of Minerva Park.

Planning & Zoning Clerk Signature: _____

Code Enforcement Officer Signature: _____

Planning & Zoning Commission Signature: _____

This application will be forwarded to the Planning & Zoning Commission read by title at the first regular meeting of Planning & Zoning Commission following approval by the Planning & Zoning Administrator.
