

Village of Glendale, Ohio

Application for Permit

30 Village Square
Glendale, Ohio 45246

Agenda Item # _____
GPHP Review Date: _____

Glendale is a National Historic Landmark District and Certified Local Government

Dept. of Zoning, Historic Appropriateness & Building Permits Step 1

Project Address _____, Glendale, Ohio 45246 Pivotal____, Contributing____

Owner: _____, _____ PH _____
(Address & Telephone)

Plan(s) by: _____, _____ PH _____
(Address & Telephone)

Contractor: _____, _____ PH _____
(Address & Telephone)

Project Classification (must check one or more and describe):

New Building _____ Lot Division _____ Site Work _____ Addition _____

Comm. Sign _____ Impervious Surface _____ Fence _____ HVAC _____ *

Complete Project Description:

Total Cost of Construction: \$ _____ (Subject to Audit and adjustment by the Bldg. Commissioner)

* (Optional HVAC Application Information)

Heating and Venting Specifications

Heating

Type _____ New _____ Replacement _____

Existing Efficiency _____

Manufacturer: _____ Model Number _____

Input: _____, Output: _____, Cfm: _____

Fuel: _____ New: _____, Existing: _____

Location: _____

Cooling

Type _____ New _____ Replacement _____

Existing Efficiency _____

Manufacturer: _____ Model Number _____

Efficiency: _____ Cfm: _____

Fuel: _____ New: _____, Existing: _____

Location: _____

Total Cost of HVAC Improvements \$ _____

Planning and Historic Preservation Commission Certificate

This Applicant recognizes that the subject property is / is not (circle one) located within the Historic District of Glendale and further acknowledges that he/she and or his/her agent has thoroughly familiarized themselves with the provisions of Glendale Zoning, Housing and Preservation Ordinances as they may pertain to this application for construction, remodeling, lot division and or other improvements. By submitting this signed application, this applicant agrees with the goals, responsibility and authority of the Zoning Administrator, GPHP Commission and Chief Building Official and further agrees to abide by their decision and process. This applicant acknowledges that they or their agent will be present at the GPHP Commission meeting time and date as noted on this application and further acknowledges that should they not attend the GPHP Commission meeting, the application will be denied. This application, to the best of their knowledge and ability, is complete and includes a site plan, elevation drawing(s), materials description, a photograph of the subject property and other material helpful in the Commission's review. This applicant also agrees, upon approval, to complete said specified work in a timely and workmanlike manner, according to applicable codes and specification and with strict attention to the final project plans as may be approved by the GPHP Commission and all conditions as may be attached.

Applicants Signature: _____ Date: _____

(Not valid unless signed by owner or agent)

Upon completion of Step ONE, it is time to turn in your application & paperwork for Zoning review (by the Zoning Administrator). It is necessary to do this at least 7 days prior the GPHP Commission meeting which is held on the first Monday of each month. Once your application has zoning approval (Step TWO), it will be forwarded to the GPHP Commission by the Administrator and you will receive a notice (agenda) in the mail several days prior the meeting. You or your agent's attendance is required at the GPHP Commission meeting. Please take a moment to check your work and submission material against that which is required below;

✓ **Please take a moment to check your work and submission material against that which is required below;**

- Application is complete, accurate and signed by applicant(s)
- Photographs of lot (property) and project area are included
- Site Plan is included and accurately locates the project footprint
- All construction elevations (all sides) are included and to scale (for additions, new homes, etc)
- All materials have been listed and described (photos or brochures are acceptable)
- Designs, material and style of alterations/additions are appropriate for the architecture of your home
- New home plans are of a single architecture design and appropriate with neighboring homes

Three sets of Final Construction Drawings and Specifications required for the Step 4 review & permit.

If you have any questions, call the Village Administrator at 771-7200 or email him at wcordes@glendaleohio.org

The Remainder of this Application is to be completed by Zoning Administrator, GPHP Commission Chairman and Chief Building Official

ZONING REVIEW (To be completed by the Zoning Administrator and required prior to GPHP Review) **Step 2**

Zoning District; AA-1, AA-2, A, B, C, D, E District (circle one)

_____ **Zoning Review Approved** _____ **Not Approved (Denied)**

Zoning Administrator's Signature: _____ Date: _____

Comments _____

GPHP COMMISSION REVIEW (to be completed by the Chairman of the GPHP Commission after review & vote) **Step 3**

GPHP Chairman's Signature: _____ **APPROVED**
Conditions: _____yes (see comments) _____no conditions _____ **NOT APPROVED**

GPHP Review Date _____

Comments _____

Glendale Building Department Review & Permit Approval **Step 4**

Glendale Building Permit Number : _____

Building Dept. Review _____ **APPROVED** _____ **NOT APPROVED (Denied)**

Date: _____ Chief Bldg. Official's Signature _____

Conditions attached: Yes / No (Circle One) Occupancy Classification _____

Const. Classification _____ Area _____ Height _____ Number of Stories: _____

Number of Dwelling Units _____ Parking Spaces _____

Comments/Conditions _____

FEE Schedule (Permit issued) **Step 5**

- A) Village Fee _____
- B) BBS Fee if applicable _____
- C) Impact Fee (new Dwelling Units only) _____
- D) Reimbursable Engineers Costs _____

Total Fee: _____ (sum of A, B, C & D)

Payment Record/Receipt: _____ **Date** _____