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## **DOWNTOWN DESIGN REVIEW DISTRICT**

*Application for a Certificate of Appropriateness*

Department of Planning  
240 Columbus Ave  
Sandusky, Ohio 44870  
419.627.5891  
[www.cityofsandusky.com](http://www.cityofsandusky.com)

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### Preparing Your Application

Please type or use ink and use paper no larger than 11" x 17" for the required supporting information. Planning Department staff is available to assist in the preparation of applications.

### Filing Your Application:

This application is for properties in the Downtown Design Review District. The application will enable the Planning Department staff to determine whether the proposed changes to the property meet the criteria for a Certificate of Appropriateness. The Planning Department staff will consider the Sandusky Preservation Design Guidelines when reviewing this application. The guidelines can be found on the city's website at <http://www.ci.sandusky.oh.us/Planning%20&%20Zoning/DDR%20Guidelines.pdf>.

If the property is a designated historic property or within the Downtown Commercial Historic District, please contact the Planning Department staff to determine whether an application to the Landmark Commission needs to be submitted instead.

*\*The guidelines developed for this application are based on the evaluation process set forth in Chapter 1359 of the City of Sandusky's Code of Ordinances.*

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### **1. Location**

Building/Property Name (if applicable): \_\_\_\_\_

Street Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

### **2. Owner Information** (If more than one, list primary contact)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**3. Applicant/Contact Person** (If other than owner)

Name:

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Address:

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Phone:

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**4. Scope of the Project** (Please circle all that apply)

- Awnings/ Shutters
- Signage
- Roofing
- Landscaping
- Rear Access
- Parking Lot Layout
- Siding

- Energy Conservation
- Doors, Windows, Entrances
- Complete Façade Restoration
- Partial Façade Restoration
- Exterior Painting (Commercial)
- Fences
- Other \_\_\_\_\_

**5. Description of Work to be Done**

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**6. Supporting Documentation** (attach to application on separate sheets, as applicable)

- A. New Construction
  - a. Scaled drawings
  - b. Site plan (site plan requirements are attached at the end of application)
  - c. Photographs
  - d. Material list
- B. Additions/Alterations
  - a. Scaled drawings
  - b. Photographs
  - c. Material list
- C. Signage
  - a. Scaled drawings
  - b. Location of sign
  - c. Photographs
  - d. Width of building
  - e. Lot frontage

**7. Signature**

The owner of this building and undersigned do hereby certify that the information and statements given on this application, drawings and specifications are, to the best of their knowledge, true and correct. The owner and undersigned further understand that no work can begin until this application has been reviewed and approved. Any work done that has not been approved will be in violation of the City of Sandusky's Codified Ordinances

**Applicant/Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Site Plan/Off-Street Parking Plan Requirements

Site plan/off-street parking approval is required whenever a building is constructed or a new use is established; whenever an existing building is altered and there is an increase in the number of dwelling units, seating capacity, or floor areas of buildings; and whenever the use of an existing building is changed (Section 1149.02 of the Sandusky Zoning Code).

All plans submitted to the Planning Commission must be met, concise, accurate, complete and must be drawn to scale. Any plans submitted that are not drawn to scale will not be processed.

The following details are to be shown on the site plan/off street parking plan:

### General Requirements

- A key plan showing the location of the property relative to the surrounding area (should include closest major streets).
- The plan must be drawn to a scale not smaller than 1" to 100'. An engineering scale must be used (for example, 1" = 10" or 1" = 20').
- All plans must show date of preparation and dates indicating any revisions to plans.
- All plans must include a north arrow oriented to the top of the page.
- A legend, in chart form, to include the following where applicable:
  - 1) Lot area
  - 2) Building coverage
  - 3) Total floor area
  - 4) Area of addition
  - 5) Building height
  - 6) Landscaped area
  - 7) Number of parking spaces provided

### Design Details

- **Property Description:** The site plan should accurately reflect the size and shape of the property.
- **Buildings:** All buildings should be shown on the site plan indicating setbacks from all lot lines, distance between buildings, dimensions of all buildings, identification by type of each building and number of stories, and distances between buildings on adjacent properties.
- **Parking Areas:** Designated as to garages, carports, or open parking; with all spaces numbered and a typical parking stall dimensioned, poured concrete curbing (to be indicated by double lines) or bumper blocks pegged in place and surfacing material indicated (asphalt, paving stones,

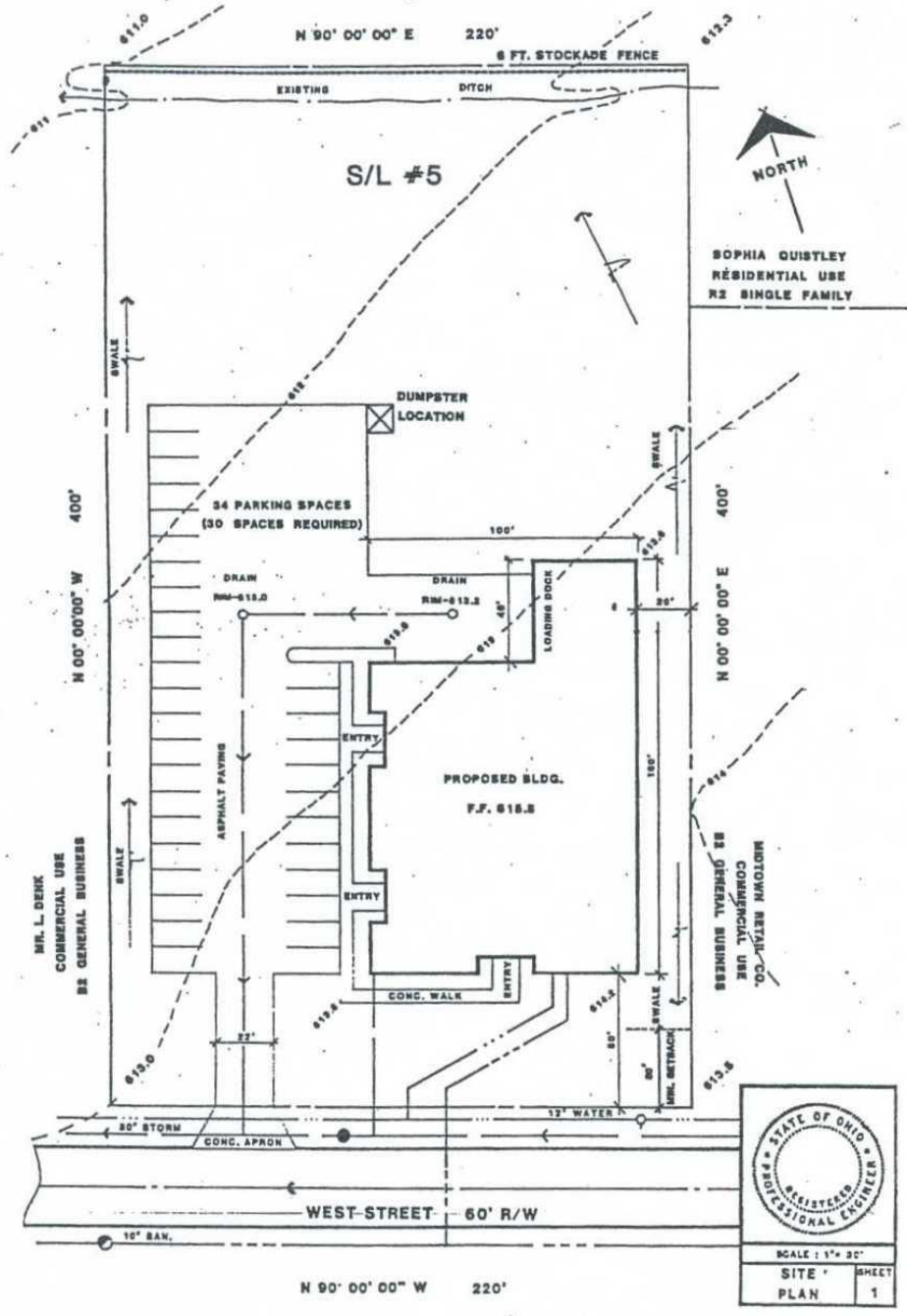
or concrete). If parking is underground, the extent of the underground garage and the location of ramps should be indicated.

- **Driveways and Ramps:** With dimensions, indicating vehicular circulation (if one way) and curbs (to be indicated by a double line). Show curve radii of curbs at all street access and driveway intersections.
- **Landscaping:** Location and identification of all landscaping features including planting beds, sodded areas, treatment of garbage collection areas and fencing including privacy fencing or screening. The type and location of lighting should also be included where appropriate.
- **Other Features:** With dimensions: retaining walls, protective railings, walks (indicating material), areas of recreation, play lots or areas to be landscaped, service and delivery access, outside garbage areas (to be screened on all sides), loading zones, road right-of-ways and easements (if any), and location of sewer and water lines. All property lines and public grounds on or adjacent to the subject site should also be indicated on the site plan.

**An example of a site plan/off-street parking plan is attached.**

It is noted that additional plans (drainage, landscaping, lighting, etc.) may be required by the Planning Commission and/or City Departments prior to the issuance of any building permits.

FIGURE 1  
**SITE PLAN**



STATE OF OHIO  
 REGISTERED  
 PROFESSIONAL ENGINEER

SCALE: 1" = 30'	
SITE PLAN	SHEET 1