

City of Kent, Ohio

Architectural Review Board Application

Case #: (office use only): _____

Date Received (office use only): _____

Applicant Information		
Name:		
Address:		
City:	State:	Zip Code:
Phone:	E-mail:	
Interest in property, if applicant is not owner:		
Owner Information (if different than applicant)		
Name:		
Address:		
City:	State:	Zip Code:
Phone:	E-mail:	
Project Information		
Project Name and Address:		
Project Description		
General description of the proposed project (attach separate sheet if necessary):		
The information contained in this application and in all attachments is true and correct to the best of my knowledge. I understand by signing below I am confirming this submission is in accordance with the City of Kent Design Guidelines, applicable to the City of Kent Downtown/West River Overlay District, as specified in APPENDIX A of the City of Kent Zoning Code.		
Signature:	Date:	
Owner's Signature: (required if applicant not owner)	Date:	

**PROJECT APPLICATION SUBMISSION REQUIREMENTS FOR
THE ARCHITECTURAL REVIEW BOARD**

Review and approval by the Architectural Review Board (ARB) is required for all new structures, exterior façade renovations/alterations, and signage for any commercial structure located within the City of Kent Downtown/West River Overlay District. Approval requires the issuance of a “Certificate of Appropriateness” that specifies the project details authorized by the Architectural Review Board. A “Certificate of Appropriateness” must be issued prior to the start of any and all construction, alteration, and/or installation planned within the boundaries of the Downtown/West River Overlay District.

A complete application packet must include **all** of the following:

1. **Cover Letter:** Letter identifying the applicant’s name, contact information, and description of all aspects of the proposed project.
2. **Drawings:** Eight (8) complete sets of dimensioned and scaled drawings and site plan on paper that measures, at a minimum, 11” x 17.” If a proposed project will require the issuance of a building permit and/or Planning Commission review, drawings must be stamped/sealed by a licensed architect or engineer.

All drawings must be accurate and include the following:

- a. **Elevations:** Must show existing and proposed exterior architectural elements for building facade including colors, materials, etc., in sufficient detail that the ARB can effectively determine how the proposed project will look upon completion. Details should include, but not be limited to doors, windows, exterior lighting, awnings, roofline, fencing, landscaping, gutters, downspouts, visible mechanical units or systems, etc.
 - b. **Sign(s):** Ensure detail is provided for the number, dimension and location of existing sign(s) as well as for all proposed new sign(s).
 - c. **Renderings:** Must match elevation drawings in form and development details.
3. **Samples:** One physical sample of each proposed exterior building material and paint color is required and must be provided prior to the scheduled ARB meeting so staff can ensure it is available to present to ARB members at an upcoming meeting. Replicas of colors or materials on paper alone will not be accepted.

- a. The set of physical samples must be delivered to the Community Development Department, 930 Overholt Road, Kent by **3:30 p.m. the Wednesday proceeding the scheduled ARB meeting.** If the required set of physical samples is not delivered by the specified submission date, the ARB hearing for the application will be cancelled and will not be re-scheduled for ARB review until the set of physical samples has been delivered.
- b. For application packets that are for signage only, the application must include photos of the actual building, from multiple angles, with the proposed sign(s) “photoshopped” onto the building and/or site in scaled proportion, clearly identifying the sign measurement details. Samples of the paint (if applicable) and sign material(s) must be provided.

4. **Photos:** Color photographs of the subject property.
5. **Additional Photos:** If location is attached to other commercial uses (i.e. is one commercial use located in a larger storefront), color photographs of adjacent/attached commercial uses must be provided.
6. Completed and signed application cover page.
7. **Fee:** Non-refundable application fee of \$100.00. Non-refundable application fee for sign(s) only ARB review is \$50.00

All applications to be presented to the Architectural Review Board (ARB) must be submitted a minimum of 15 days prior to a scheduled meeting. Applicants are advised that incomplete applications will not be placed on an ARB meeting agenda until a complete application package is received. Applications are deemed complete if the only missing item(s) are the physical samples described in item #3, which has a separate deadline for submission.

In some instances, an applicant may need to appear before the ARB for more than one meeting if substantial design revisions are required.

In cases where an applicant proceeded with completing activities that are subject to review by the Architectural Review Board prior to that review occurring and no “Certificate of Appropriateness,” has been issued, a civil offense fine(s) may be imposed for the period of noncompliance.

Office Use Only:

Case #:

Staff Confirmation of Application Requirements				
		Provided	Not Provided	Comments
1. Cover Letter				
2. Drawings	a. Elevations			
	b. Signs			
	c. Renderings			
3. Samples				
4. Photos				
5. Additional photos if attached				
6. Application signed				
7. Fee paid				
Verified by:			Date:	