



# CITY OF BEXLEY

## BOARD OF ZONING APPEALS and ARCHITECTURAL REVIEW PROCEDURES and APPLICATION

Effective Jan. 2009

The purpose of the Bexley Architectural Review District is to maintain the quality and character of the City's residential neighborhoods by regulating the exterior characteristics of new structures and modifications of existing structures. In deciding whether a proposed structure or modification is compatible with its surroundings, the Board of Zoning Appeals is required to consider elements such as the architectural design; building materials; texture and color; exterior detail and relationships; height and building mass; the arrangement of structures on the site; existing grades; the visual perspective of pedestrians and adjoining properties; and landscaping.

### **ARCHITECTURAL REVIEW (remodels & additions)**

An architectural review application MUST BE SUBMITTED for any change to the exterior of an existing home or residential lot located with the City of Bexley, Ohio. It is mandatory for all residential construction projects prior to construction. An informal review of preliminary design drawings is recommended, although not required. A formal review, with public hearing, will then be held upon completion of the design drawings.

Any maintenance improvement will be reviewed administratively by the City architect. Refer to the Residential Review District Residential Design Guidelines, Specific Standards for additional information. Most window and roof replacement projects, detached garages and deck construction may be reviewed and approved by the City architect.

All significant changes to the exterior of a home (such as an addition, changes to exterior materials and new accessory structures or construction of a new home) will require review by the Board of Zoning Appeals acting as the Architectural Review Board. Refer to the Residential Review District Residential Design Guidelines, General Guidelines for additional information. It is not the intent of the process to review for structural integrity, life safety issues, or building code compliance, but only a design intent and architectural character.

Upon review and approval of this application a Certificate of Appropriateness will be issue to the Application.

### **REQUIRED DRAWINGS & INFORMATION:**

- A. Vicinity Map – showing all adjoining properties.
- B. PHOTOGRAPHS – showing all sides of all existing structures on the property.
- C. For maintenance improvements conforming to the "SPECIFIC STANDARDS" in the Residential Review District Residential Design Guidelines, no drawings are required. A completed application indicating material choices is, however, required. A complete application indicating material choices is required.
- D. For significant projects, which require review by the Board of Zoning Appeals acting as the Architectural Review Board, the following drawings are required:
  1. **PHOTOGRAPHS:** Ten (10) copies of photographs; of all sides of all existing structures on the property.
  2. **SITE PLAN:** Ten (10) copies of a site plan; to scale of at least (1"=20'); Site plans shall indicate lot boundaries and dimensions, required building setback lines, location of existing structures and improvements, location of proposed structures, fences, gates and paving layout, etc.
  3. **FLOOR PLAN:** Ten (10) copies of floor plans, to scale, designating and differentiating existing construction from proposed construction. Plans shall include overall dimensions and notes, as required to clearly communicate the concept of the design.
  4. **EXTERIOR:** Ten (10) copies of exterior elevation drawings, to scale, designating and differentiating existing construction from proposed construction. Elevation drawings shall include indications of exterior materials, door and window styles, and notes as required to clearly communicate the concept of the design.
  5. **ARCHITECTURAL:** Ten (10) copies of architectural details drawn to scale of non-typical design elements.

6. **LANDSCAPE:** in the case of a new building or change to an existing structure, which includes removal of existing landscaping, landscape architectural plans, to scale, indicating all proposed garden walls and structures, planting and landscape details.
7. **ANY VARIANCE:** additions will require a narrative description of the hardship associated with the property.

List supplemental requirements or conditions that will be met, or explain any issue that may need clarification. Attach separate sheet if needed.

- Applicants must submit, (folded and collated): Ten (10) copies of the above information. This will be distributed in advance to the Board. Maximum size of 11" x 17" original CAD drawings of plans, or if full size drawings.
- It is not mandatory, although highly recommended, that all drawings be prepared by a design professional. All drawings must clearly indicate the work to be completed.
- Incomplete applications will not be accepted for review.

#### ● FRONT YARD FENCE

Variance request information must be provided to show how the fence complies with the following (Code Section 1262.03) submit:

- a. The proposed decorative landscape wall or fence is compatible with other properties in the neighborhood.
- b. The height of the fence or wall does not exceed the size permitted as above when measured from the average grade of the yard where the fence or wall is to be installed. Artificially raising the height of the lot line by the use of mounding, retaining walls or similar means shall be included in the maximum height.
- c. A landscape plan shall be filed with the application indicating how such fencing and/or wall is to be integrated with existing front yard landscaping.
- d. The installation of such fence and/or wall shall not create a visibility or safety concern for vehicular and/or pedestrian movement.
- e. No chain link, wire mesh, concrete block or other similar type material shall be installed as a decorative landscape wall or fence unless the applicant can justify the appropriateness of this material in the design landscape plan.

#### ● CORNER LOT FENCE

Variance request information must be provided to show how the fence complies with the following (Code Section 1262.03) submit:

- a. Proposed side yard fence or wall on the street side of a corner lot exceeding forty-two inches in height is compatible with other properties in the neighborhood.
- b. Height of such fence or wall shall not exceed seventy-two inches. (Artificially raising the height of the lot line by the use of mounding, retaining walls or similar means shall not be included within the seventy-two inch maximum height).
- c. A landscaping plan must be filed indicating how such fencing or wall is to be screened from the street side elevation. The landscape plan should be designated in such a way as to mitigate the impact of a solid fence or wall as it relates to the street and other properties.
- d. Installation of such fence or wall shall not create a visibility or safety concern for vehicular and/or pedestrian movement.

#### ● REVERSE FENCES

Variances may be granted only where unique characteristics of the property created an unnecessary hardship. Variances, which allow the structural side of a fence to face an adjacent property, shall be granted only where unique characteristics create an unnecessary hardship and written consent from the effected adjacent property owner(s) has been filed with the application and/or to the Board. Variance requests shall be filed in conformity with the rules and regulations of the Board. (Ordinance 25-89) submit:

- a. Narrative description of the hardship associated with the property.
- b. Site plan indicating the location of fence.
- c. Letter from effected neighbor.

● **HOME OCCUPATION**

Information must be provided to show how the occupation complies with the following (Code Section 1620.15)

- a. No person (other than members of the family) residing on the premises shall be engaged in such occupation.
- b. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purpose by its occupants, and not more than twenty-five percent of the floor area of the dwelling unit shall be used in the conduct of the home occupation.
- c. There shall be no change in the outside appearance of the building or premises, or other visible or business evidence of the conduct of such home occupation.
- d. There shall be no sales in connection with a home occupation.
- e. No traffic shall be generated by a home occupation in greater volume than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of a home occupation shall be met off the street and other than in a required front yard.

● **CONDITIONAL USE**

Information must be provided to show how the proposed use complies with Code Section 1264.15, which states:

The Board of Zoning Appeals shall have the power to approve applications for conditional uses specified in Chapter 1252. The proposed use shall be approved if, and only if it meets the intent of this Zoning Code and then intent of the zoning district in which the property is located, fits harmoniously with adjacent uses and structures and complies with all other provisions and this Zoning Code.

PLEASE NOTE:

Approval of a request by the Board of Appeals does not constitute the issuing of a permit for the project. Appropriate permits must be obtained from the Bexley Building Department after receiving variance approval and/or architectural review approval, but prior to the start of construction.

\*\*A separate permit application is also required for a building permit and/or or all mechanicals within the construction. This is separate and in addition to this review.

Be advised, if the Board decides it needs the services of an independent expert (example: architect, landscape architect; planner; civil, environmental or traffic engineer; legal counsel, etc.) to assist it, it shall designate the person to be consulted and the cost of consultation thereof shall be paid by the Applicant in addition to the review filing fees.

Please complete the enclosed application. Submit original signatures, photographs and all information requested above. Any incomplete application will not be accepted.

**MEETING DATES**  
**2009**

**APPLICATIONS DUE BY**  
**Deadline**

- January 8th
- February 12th
- March 12th
- April 9th
- May 14th
- June 11th
- July 9th
- August 13th
- September 10th
- October 8th
- November 12th
- December 10th

- December 18th
- January 22nd
- February 19th
- March 19th
- April 23rd
- May 21st
- June 18th
- July 23rd
- August 21st
- September 17th
- October 22nd
- November 19th

\*note meeting dates are subject to change



# CITY OF BEXLEY

## BOARD OF ZONING APPEALS and ARCHITECTURAL REVIEW APPLICATION

Application Number \_\_\_\_\_

**1. Architectural Review for:**

\_\_\_\_ Addition      \_\_\_\_ Alteration      \_\_\_\_ New Structure ( \_\_\_\_\_ )  
\_\_\_\_ Demolition of a Principal Structure      \_\_\_\_ Demolition of Garage

**2. Variance For:**

\_\_\_\_ Principal Structure      \_\_\_\_ Garage      \_\_\_\_ Fence

**3. Variance To:**

\_\_\_\_ Front Yard Setback      \_\_\_\_ Side Yard Setback      \_\_\_\_ Rear Yard Setback

4. Conditional Use For: \_\_\_\_\_ Home Occupation

5. LOCATION \_\_\_\_\_ Zoning District \_\_\_\_\_

6. OWNER \_\_\_\_\_ Phone # \_\_\_\_\_ or Cell # \_\_\_\_\_

*\* If Applicant is NOT owner, a letter must be submitted giving applicant permission to represent the owner's review request.*

7. Applicant \_\_\_\_\_ E-mail \_\_\_\_\_ Phone # \_\_\_\_\_ or Cell# \_\_\_\_\_  
Address \_\_\_\_\_ /City, State, Zip \_\_\_\_\_

8. Brief Description of Request and/or Variance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Valuation of Project \$ \_\_\_\_\_

● **APPLICATION REVIEW FEES**, (based on valuation of the project):  
\$90.00 – up to the first \$10,000 valuation. And \$6.00 for each additional \$10,000 valuation w/\$600 cap.

● **VARIANCE REVIEW FEES:**  
Single Family \$65.00; Fences or Special Permit \$50.00; All others \$90.00

● **SIGNATURE** \_\_\_\_\_ **/DATE** \_\_\_\_\_

**Fee: based on valuation**      \$ \_\_\_\_\_  
**Fee: based on variance**      \$ \_\_\_\_\_  
**Other**      \$ \_\_\_\_\_  
**TOTAL FEE DUE**      \$ \_\_\_\_\_

\*\*Be advised, if the Board decides it needs the services of an independent expert (example: architect, landscape architect; planner; civil, environmental or traffic engineer; legal counsel, etc.) to assist it, it shall designate the person to be consulted and the cost of consultation thereof shall be paid by the Applicant in addition to the review filing fees.

• **LOT INFORMATION**

Address \_\_\_\_\_ Zoning District \_\_\_\_\_

Lot Width \_\_\_\_\_ ft      Depth \_\_\_\_\_ ft      Total Area \_\_\_\_\_ sq ft

Existing Residence (foot print) \_\_\_\_\_ sq ft      Garage \_\_\_\_\_ sq ft

Existing Building Height \_\_\_\_\_ one-story      \_\_\_\_\_ two-story

Proposed Addition (foot print) \_\_\_\_\_ sq ft      \_\_\_\_\_ one-story      \_\_\_\_\_ two-story

Permitted Lot Coverage \_\_\_\_\_ % = \_\_\_\_\_ sq ft

Lot to be covered \_\_\_\_\_ % = \_\_\_\_\_ sq ft

Please submit a site plan, which gives the setback from all existing structures to front, side and rear property lines. Also indicate the setback from proposed structures.

• **ARCHITECTURAL INFORMATION**

Architect and/or Residential Designer \_\_\_\_\_

Contractor/Builder \_\_\_\_\_

Preliminary Review \_\_\_\_\_      Final Review \_\_\_\_\_

• **DESCRIPTION OF CHANGES PROPOSED** \_\_\_\_\_

\_\_\_\_\_

• **DESCRIPTION OF ANY EXTENUATING CIRCUMSTANCES TO BE CONSIDERED**

\_\_\_\_\_

Please indicate: the existing materials and the proposed changes of exterior materials to be used in the completion of your design project. Check all that apply in each category below:

• **ROOFING**     **House Only** /     **Garage Only** /     **House & Garage**

1. Existing Roof Type:

\_\_\_ Slate    \_\_\_ Clay Tile    \_\_\_ Wood Shake    \_\_\_ Standard 3-Tab Asphalt Shingle  
\_\_\_ Architectural Dimensional Shingles    \_\_\_ EPDM (rubber) Roofing    \_\_\_ Metal

2. New Shingle Manufacturer: \_\_\_\_\_

3. New Roofing Type, Style & Color: \_\_\_\_\_

• **WINDOWS**

1. Existing Window Style:

Casement     Double Hung     Horizontal Sliding     Awning  
 Fixed     Exterior Storm     Other: \_\_\_\_\_

2. Existing Window Materials:

Wood     Vinyl     Vinyl Clad Wood     Aluminum Clad Wood  
 Aluminum     Metal     Other: \_\_\_\_\_

3. New Window Manufacturer: \_\_\_\_\_

4. New Window Style, Material & Color: \_\_\_\_\_

• **DOORS**

Existing Exterior Doors (Accurately indicate door style on exterior elevations of drawings)

1. Entrance Door Type     Wood     Insulated Metal     Fiberglass  
 Sidelights     Transom Window

2. Garage Door Type     Wood     Insulated Metal     Fiberglass

3. Door Finish     Stained     Painted

Proposed Door Type \_\_\_\_\_ / Style \_\_\_\_\_ Color \_\_\_\_\_

• **EXTERIOR WALL FINISHES**

TYPE		Manufacture, Style, Color
<u>Existing</u>	<u>Proposed</u>	
( )	( )	Natural Stone _____
( )	( )	Cultured Stone _____
( )	( )	Brick _____
( )	( )	Mortar _____
( )	( )	Stucco _____
( )	( )	Wood Shingle _____
( )	( )	Wood Siding _____
( )	( )	Vinyl Siding _____
( )	( )	Aluminum Siding _____
( )	( )	Other _____

• **EXTERIOR TRIM**

1. Existing Door Trim:

Cedar     Redwood     Pine     Vinyl  
 Wood composite     Aluminum Clad     Molding  
 Standard lumber Profile     Other: \_\_\_\_\_

2. Existing Window Trim:

Cedar     Redwood     Pine     Vinyl  
 Wood composite     Aluminum Clad     Molding  
 Standard lumber Profile     Other: \_\_\_\_\_

3. Proposed NEW Door Trim: \_\_\_\_\_

4. Proposed NEW Window Trim: \_\_\_\_\_

5. Trim: Color(s): \_\_\_\_\_

\*\* Do the proposed changes affect the overhangs? \_\_\_\_\_

• **DECKS**

EXISTING:

1. Existing Decking Materials  
\_\_\_ Cedar \_\_\_ Pressure-treated wood \_\_\_ Wood/Plastic Composite  
\_\_\_ Other \_\_\_\_\_

2. Existing Railing Materials  
\_\_\_ Cedar \_\_\_ Pressure-treated wood \_\_\_ Wood/Plastic Composite  
\_\_\_ Other \_\_\_\_\_

PROPOSED:

3. Proposed Decking Materials  
\_\_\_ Cedar \_\_\_ Pressure-treated wood \_\_\_ Wood/Plastic Composite  
\_\_\_ Other \_\_\_\_\_

4. Proposed Railing Materials  
5. Existing Railing Materials  
\_\_\_ Cedar \_\_\_ Pressure-treated wood \_\_\_ Wood/Plastic Composite  
\_\_\_ Other \_\_\_\_\_

----- TO BE COMPLETED BY RESIDENTIAL DESIGN CONSULTANT -----

Date of Review \_\_\_\_\_ Approved By \_\_\_\_\_

To be reviewed by the BZA on: \_\_\_\_\_

Conditions / Stipulations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_