



City of Hudson, Ohio

Department of Community Development
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...preserving and enhancing Hudson's character and quality of life by administering the city's adopted development codes and regulations.

ARCHITECTURAL AND HISTORIC BOARD OF REVIEW SUBMITTAL PACKET

COMMERCIAL AND INDUSTRIAL DEVELOPMENT

Projects subject to Planning Commission site plan approval

This packet provides information on the approval process in Hudson to construct a new non- single family residential or commercial property. One must apply to the City of Hudson for a Zoning Certificate before applying to the Summit County Department of Building Standards for a building permit. Listed below is general information regarding the application and approval procedures.

I. GENERAL INFORMATION

- A. ORDINANCE:** Legislation on the functioning of the Architectural and Historic Board of Review (AHBR) is found in Chapter 1202.04, "Architectural and Historic Board of Review," of the Land Development Code of the City of Hudson.
- B. CRITERIA:** Design review criteria applied by the AHBR are contained in the Architectural Design Standards, City of Hudson, Ohio, *adopted July 7, 1999 and last amended September 17, 2003*. Copies of the Architectural Design Standards are available on our website and at the Community Development Department Office.
- C. REVIEW PROCESS:** Applications must be received on Tuesday of the week preceding the scheduled meeting of the AHBR. Once an application has been submitted, a staff review will be completed to verify compliance with the Architectural Design Standards. Staff comments will be prepared the week before the meeting and forwarded to the applicant. Additionally, the board chair and/or board members will review the application and add to or revise the staff comments. The applicant is requested to resolve these comments prior to the meeting or be prepared to address them at the meeting. At the meeting, the project will be reviewed by the full board. The project may then be approved, disapproved, or withdrawn (by the applicant) so that a revised design can be submitted for a future meeting.

III. APPLICATION SUBMITTALS

The following list provides the base submittal requirements for the AHBR. Please note that much the requested information will have been previously generated for Planning Commission review. Additional copies of these plans need to be forwarded however, for review and distribution to the AHBR and staff. All plans should be scaled and submitted on 24”x36” sheets (increased plan size may be submitted for larger projects).

1. **Site Plan** should include (three copies of plan submitted to Planning Commission):
 - Location of all existing or proposed structures and additions with dimensioned distances to all lot lines. Show north direction arrow.
 - Location of all vehicular drives & roads, related parking areas, walks, fences, and enclosures.
2. **Elevations** should include (three copies drawn to ¼”=1’ scale - typical):
 - Accurate location, details and dimensions of windows, doors, shutters, chimneys, porches, and other architectural features.
 - Additional details to show unusual construction such as mechanical equipment, etc.
 - Description of all major finish materials and an indication if they match the existing structure (when applicable).
3. **Floor Plans** (three copies drawn to ¼”=1’ scale - typical) of each level of the proposed structure.
4. **Exterior Lighting Plan** must include the fixture locations and cut sheets of each type of exterior fixture.
5. **Photographs** (one set) of existing structures that will remain on the site and the location of the proposed structure.
6. **Specification sheets** for proposed surface materials and as may be requested.
7. **RITA Form (regional income tax agency):** completed form including listing of sub-contractors and/or general contractor with Federal I.D. number indicated.
8. **Application for Zoning Certificate:** a completed application with payment of all applicable fees.
9. **Site Specific Information:** based on preliminary review of the application, additional information may be requested to determine the proposal’s compliance with the Architectural Design Standards (i.e. landscape plan, site line study, material samples).

II. AHBR APPLICATION FEE

	Base Fee	Additional Costs
New Construction		
Commercial, Industrial, Non-single Family Residential	\$500.00	\$.05/SF if over 10,000 s.f. footprint (\$5,000 max.)
Addition		
Commercial, Industrial, Non-single Family Residential	\$230.00	\$.05/SF if over 4,600 s.f. footprint (\$5,000 max.)

*Revised Fee Schedule Ordinance# 06-157, Effective 1-20-2007

III. ISSUANCE OF ZONING CERTIFICATES

Following approval of the application by the AHBR, revised plans addressing outstanding comments of the AHBR and the Planning Commission must be submitted and approved. Additionally, all applicable agreements and/or fees must be received and a pre-construction meeting must be conducted. Once the certificate has been issued, the applicant must obtain a Building Permit from the Summit County Department of Building Standards at 1030 E. Tallmadge Avenue, Akron, Ohio (330) 630-7280.

Unless construction is commenced within six (6) months of the date of issuance of a zoning certificate and completed within twenty four (24) months, the certificate shall automatically lapse and be null and void. Construction or improvement of a new or existing structure shall be deemed to have commenced upon completion of the in-ground permanent foundation, or if constructed utilizing piers, pilings, or pole construction, completion of the structural framework of the building constituting the authorized work under the permit.



Architectural and Historic Board of Review

Town Hall 7:30 P.M. 2nd Floor Meeting Room
 27 East Main Street Hudson, Ohio

Visit our website at www.hudson.oh.us
 Then Click "Community Development Planning and Zoning"

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2010 MEETING SCHEDULE

<u>APPLICATION DEADLINES</u>		<u>MEETING DATES</u>
<u>New House Applications*</u>	<u>All Other Projects</u>	
December 22	January 5	January 13
	January 19	January 27
January 19	February 2	February 10
	February 16	February 24
February 16	March 2	March 10
March 23	April 6	April 14
	April 20	April 28
April 20	May 4	May 12
	May 18	May 26
May 18	June 1	June 9
	June 15	June 23
June 22	July 6	July 14
	July 20	July 28
July 20	August 3	August 11
	August 17	August 25
August 17	August 31	September 8
	September 14	September 22
September 21	October 5	October 13
	October 19	October 27
October 19	November 2	November 10
November 16	November 30	December 8

*New house applications will be reviewed at the first meeting of the month.

