



City of Hudson, Ohio

Department of Community Development
46 Ravenna Street, Suite D-3; Hudson, OH 44236-3099
330-342-1790 330-656-1753 Fax: 330-342-1880
www.hudson.oh.us

...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

RESIDENTIAL and MINOR COMMERCIAL IMPROVEMENTS

Residential Projects

- Demolition
- Addition
- Historic District
– all development
- Alteration
- Accessory structures
(greater than 120 sq ft)
- Projects requiring
BZBA approval

Commercial Projects

- Sign
- Demolition
- Addition
- Fence
- Alteration
- Accessory Structure

The purpose of this packet is to provide information on the process to alter the exterior appearance of a house or building, erect a sign or construct an accessory structure. For each of these activities one must apply to the City of Hudson for a Zoning Certificate before applying for a Building Permit from Summit County. The approval process includes review by the city staff regarding applicable sections of the Land Development Code and the Architectural and Design Standards, review and approval by the AHBR Board, and issuance of a zoning certificate. Listed below is general information regarding the application process, submittal requirements for each type of construction, and additional information on approval procedures. Please refer to the Minor residential Improvements Submittal Packet for improvements which may be eligible for an administrative approval.

I. GENERAL INFORMATION

- A. SUBMITTAL FORMAT:** All submittals should include a completed application, payment of all applicable fees, and the required information detailed on the following pages. Submitted plans should be stapled into packets with elevation sheets on top. Site plans should be kept separate. Each packet should then be folded down to approximately 8½" x 11" size with the bottom right-hand corner of each sheet exposed (this corner should contain the title block). Photographs, un-mounted, should be clearly marked (including sub-lot number or street address if a different property), and accompanied by a map of the area showing the reference point and the area in view. Material or color samples should be no larger than 3" x 5" size.
- B. 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. Copies of the Land Development Code are available on our website or may be purchased at the Community Development Department Office.
- C. CRITERIA:** Design review criteria applied by the AHBR are contained in the Architectural Design Standards, City of Hudson, Ohio, *adopted July 7, 1999*.

II. APPLICATION SUBMITTALS

A. ACCESSORY STRUCTURE: swimming pools, sheds, detached garages, etc., require submittal of the following documents:

1. **Site Plan** should include the following (three copies drawn to 1"=20' scale - please reference the sample site plan on page 7):
 - 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, easements, walks, fences, trees 9" in diameter and larger, landscaping/retaining walls, and major landscaping beds, existing and proposed.
 - Location of all structures, streets, and fences off-site within 20' of property line.
2. **Elevations** should include the following (three copies drawn to 1/4"=1' scale):
 - 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** (scale 1/4"=1') of each level of the proposed structure.
4. **Photographs** (one set) of existing structures that will remain on the site and the location of the proposed structure.
5. **Specification sheets** from the manufacturer for swimming pools and hot tubs.

B. ADDITION: of any type, including decks, to any structure requires submittal of the following documents:

1. **Site Plan** should include the following (three copies drawn to 1"=20' scale - please reference the sample site plan on page 7):
 - 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, easements, walks, fences, trees 9" in diameter and larger, landscaping/retaining walls, and major landscaping beds, existing and proposed.
 - Location of all structures, streets, and fences off-site within 20' of property line.
 - For additions greater than 1000 sq ft, four additional copies must be submitted, bringing the total to seven (7). Lot corners must be surveyor pinned and proposed structure corners must be staked for inspection by the City Staff. The project will be subject to site plan review and approval by the City's Consultant Landscape Architect and Consultant engineer prior to consideration by the AHBR.
2. **Elevations** should include the following (three copies drawn to 1/4"=1' scale):
 - Accurate location, details and dimensions of windows, doors, shutters, chimneys, porches, and other architectural features of the addition and the existing structure.

- 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).
 - Decks only: include the elevation change between deck and ground level.
3. **Floor Plans** (three copies drawn to 1/4" = 1' scale) of each level of the proposed addition.
 4. **Photographs** (one set) of each elevation (side) of the existing structure including the area where the proposed addition will be located.
- C. ALTERATION:** of any type (other than additions) to the exterior of an existing or previously approved proposed structure (example: window, siding, or shutter replacement) requires submittal of the following documents:
1. **Elevations** (for major alterations only) should include the following (three copies drawn to 1/4"=1' scale):
 - 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).
 2. **Specification sheets** for window, siding and shutter replacements and material samples of proposed siding.
 3. **Photographs** (one set) of each elevation (side) of the existing structure.
- D. FENCE:** requires submittal of the following documents (Refer to Use Regulations, Section 1206.03, (a), (5), (A) through (F) in the Land Development Code for additional information):
1. **Site Plan** should include the following (three copies drawn to 1"=20' scale - please reference the sample site plan on page 7):
 - Location of all existing structures and proposed fencing and gates with dimensioned distances to all lot lines. Show north direction arrow.
 - Location of all vehicular drives or roads, related parking areas, walks, fences, trees 9" in diameter and larger, landscaping/retaining walls, and major landscaping beds, existing and proposed.
 - Location of all structures, streets, and fences off-site within 20' of property line.
 2. **Elevations** must include the following (three copies drawn to 1/2"=1' scale):
 - Drawings of both elevations (sides) of the proposed fence and gate (need only be a section), identifying dimensions, materials and colors.
 - For fencing to enclose a pool, provide specification sheets detailing self-latching, self-closing gates. Note: gates enclosing a pool are only permitted to open outward, per Summit County Building Code.
 3. **Photographs** (one set) of the area where the proposed fencing will be located.

E. SIGN (including awnings and canopies) requires submittal of the following documents (Refer to Section 1207.17 of the Land Development Code for additional information):

- 1. Site Plan (needed for ground signs only)** should include the following (three copies drawn to 1"=20' scale - please reference the sample site plan on page 7):
 - Location of all existing or proposed structures, additions, and ground signs with dimensioned distances to all lot lines. show north direction arrow.
 - Location of proposed landscaping at the ground sign.
 - Location of all vehicular drives or roads, related parking areas, street right of way, trees 9" in diameter and larger, main walls, walks, and major landscaping, existing and proposed.
 - Location of all structures, streets, and fences off-site within 20' of property line.
 - Identification of adjacent streets. Also show north directional arrow.
- 2. Elevations** must include the following (three copies drawn to 1/4"=1' scale if building is shown. Drawn to 1/2"=1' scale if only the sign face is shown.):
 - Drawings for each side of the structure to which the sign will be attached, and of each elevation from which the sign will be visible.
 - Identify graphics, content, dimensions, colors, materials, plans, specifications, type of illumination (external), and construction methods.
- 3. Photographs** (one set) of the existing structure, the proposed sign location, and adjacent structures with signage.
- 4. Landscape plan** (three copies drawn to 1/4"=1') required for ground signs only.
- 5. Color Samples** (one set) - Actual color samples in a *matte* finish.

F. DEMOLITION requires submittal of the following:

1. Photographs of all elevations of the proposed structure for demolition.
2. Letter of intent regarding the need for the demolition and the proposed reuse of the site including a timeline.

G. USE PERMIT (does not require approval of AHBR) requires submittal of the following (please refer to Chapter 1205, Zoning Districts, Section 1205.03, Compliance with District Standards, in the Land Development Code):

- 1. Comprehensive floor plan** (three copies drawn to 1/4"=1' scale) indicating exits and entrances; emergency lighting; fire extinguisher location(s); and layout with areas defined use.
- 2. Letter of intent** (one copy) including the use of the establishment, hours of operation, and number of employees.

III. ADDITIONAL INFORMATION

A. TIME LIMIT OF ZONING CERTIFICATE

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. These time limits may be extended by the City upon a showing that there has been continuing construction activity on the site during the eighteen (24) month period. Please contact the Community Development Office regarding a re-inspection (permit extension) if your project is nearing the deadline. 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.

B. HISTORIC DISTRICT AND HISTORIC LANDMARKS PROCEDURE

An application submitted for property within the Historic District or for a Historic Landmark property must first receive a Certificate of Appropriateness (COA) before further processing. Once the staff accepts a completed application, the application will be submitted to the full board at a regularly scheduled meeting. The application will then be referred to the Historic District Subcommittee (HDS) for review, inspection of the property, and recommendation. The HDS will report back to the Board at the next regular meeting with a recommendation to grant or deny a COA. In either case, the HDS or the full board may also table the application for further study or the Subcommittee may waive the review period. Once the site receives the COA, the full board will consider the application. Listed below are the addresses located within the Historic District and designated historic landmarks.

Historic District					
Street	Addresses	Street	Addresses	Street	Addresses
Aurora St	5-233, 22-250	Hudson St	73-147, 120-188		
Baldwin St	All	Main St, E.	All		
Brandywine Dr	3	N Main St	36-460, 201-393		
Chapel St	All	Maple Dr	All		
Church St	All	Oviatt St, N	All		
Clinton St	7, 21, 22	Oviatt St, S	13, 33, 40		
College St	7-233, 12-240, 250	Owen Brown St	13-63, 16-64		
College St, S.	15	Prospect St, E.	All		
Division St.	All	Prospect St, W.	13, 19, 23		
Franklin St	All	Streetsboro St, E.	5-109, 26-110		
High St	All	Streetsboro St., W.	76		
Additionally: The Village Green & Clock Tower, sublots, 1,10, & 11 in Morningsong, sublots 1 & 2 in Winston Manor, the Well House, the city safety center and the adjacent Playground. Addresses excluded from the above list: 340 North Main St, Hudson Middle School					
Historic Landmarks					
349	Aurora St	2157	Hudson Aurora	243	E. Streetsboro st
1560	Barlow	2566	Hudson Aurora	2096	E. Streetsboro
333	Boston Mills	151	S Main	2115	E Streetsboro
121	Elm	205	S. Main St	7523	Stow
156	Elm	1557	Middleton	16	Thirty Acres
164	Elm	94	Ravenna	22	Thirty Acres
139	Franklin	115	Ravenna	28	Thirty Acres
996	Hines Hill*	248	Ravenna	*Washington and Cooley Halls	
5498	Hudson Dr	127	E. Streetsboro St		

C. FILING DEADLINE: (all applications)

Applications must be delivered to the staff at the Community Development Office, 46 Ravenna Street, Suite D-3, by 4:00 p.m. on Tuesday of the week preceding the scheduled meeting of the AHBR. The AHBR meets on the second and fourth Wednesday of each month at 7:30 p.m. at Town Hall, 27 East Main Street, Hudson, Ohio, and requires the applicant to be present. The AHBR will not review applications until the plans have been found satisfactory by the Associate Planner and, where applicable, the City’s Consultant Engineer and the Consultant Landscape Architect. Filing an application guarantees neither that an application is accepted as complete by the Associate Planner; nor that an application will be placed on the agenda of the next regularly scheduled meeting of the AHBR.

D. ISSUANCE OF ZONING CERTIFICATES:

Zoning Certificates may be obtained after 8:00 a.m. at the Community Development Office, 46 Ravenna Street, Suite D-3, on the Friday following the AHBR meeting at which applications are approved, and between 8:00 a.m. and 4:30 p.m. thereafter. All revisions requested by the board will need to be submitted for review by the Associate Planner. Once complete revisions have been submitted the approved zoning certificate will be ready for issuance in two business days.

E. BUILDING PERMITS:

Following approval of the application by the AHBR, issuance of a Zoning Certificate by the City of Hudson, and payment of necessary fees to the City, the applicant **MUST** obtain a building permit from the Summit County Department of Building Standards*. Please contact the Building Department regarding compliance with their applicable codes prior to submittal to AHBR.

*NOTE: Some fence and sign applications may not require a building permit from the Summit County Department of Building Standards. Applicants should call 330- 630-7280 to confirm.

To obtain a Summit County Building Permit, the applicant is required to submit City of Hudson AHBR - approved plans, zoning certificate, and an official receipt from the City of Hudson indicating that all fees (including zoning and utilities fees) have been paid. The Summit County Department of Building Standards will review the plans for compliance under their applicable building codes, retain one set of approved drawings for their files, issue the necessary permits, and charge applicable permit fees.

Summit County Department of Building Standards

1030 E. Tallmadge Ave., Akron, OH 44310 (330) 630-7280

Permits are issued: 8:00 A.M. - 12:00 P.M. & 12:30 P.M. - 3:30 P.M. only.

Directions:

Route 8 south, exit at Tallmadge Ave and travel east for approximately 2 miles.

Turn right at the Creighton Avenue stoplight,
into the facility parking lot (second light past Home Ave).

Community Development Dept. Fee Schedule				
Account #		Minimum	Additional	Maximum
101-4000-41430	New Residential Dwelling	\$400.00	na	na
101-4000-41430	New Principal Non-residential Structure	\$500.00	\$.05/s.f. over 10,000 s.f.	\$5,000
101-4000-41412	Minor Residential Alteration (siding, window/door replacements within existing openings)	\$60.00		
101-4000-41412	Major Alteration / Minor Residential Addition (0-200 s.f. footprint); Decks; Minor Non-residential Alteration	\$90.00	na	na
101-4000-41412	Addition Residential >200 s.f. footprint	\$140.00	na	na
101-4000-41412	Addition/Alteration Other (all)	\$230.00	\$.05/s.f. over 4,600 s.f.	\$5,000
101-4000-41412	Accessory Structures Residential 0-120 s.f.	\$40.00	na	na
101-4000-41412	Accessory Structures Residential >120 s.f.	\$80.00	na	na
101-4000-41412	Accessory Structures Non-residential	\$150.00	\$.05/s.f. over 3,000 vs..	\$5,000
101-4000-41412	Demolition	\$40.00	na	na
101-4000-41412	Fence	\$40.00	na	na
101-4000-41412	Use (change within category or occupancy)	\$100.00	na	na
101-4000-41412	Use (home occupation)	\$60.00	na	na
101-4000-41412	Review of Expired Zoning Certificate	\$40.00	\$40/ocurrence	na
101-4000-41412	Sign Permanent	\$40.00		
101-4000-41412	Grading or Site Alteration*	\$40.00		
Account #	Hearings: Planning Comm. / Bd. Of Zoning & Bldg. Appeals	Minimum	Additional	Maximum
101-4000-41420	Conditional Use/Change of Use	\$250.00		
101-4000-41420	Conceptual Site Plan Review Non-residential	\$500.00		
101-4000-41420	Final Site Plan Review Non-residential	\$1500/\$2500/\$5000 (1)		
101-4100-41420	Final Site Plan Review Non-residential Resubmittal (per ea. Addl. Plan)	\$200/\$500/\$500 (1)		
101-4100-41420	Pre-Application Subdivision Review	\$250.00		
101-4000-41420	Preliminary Subdivision Plan	\$750.00	\$50/lot	
101-4000-41420	Final Plat and Final Plat Agreement	\$1,500.00	\$50/lot	
101-4000-41420	Plat Vacation or Amendment	\$250.00		
101-4000-41420	Preliminary Planned Development with Subdivision	\$500.00		
101-4000-41420	Final Planned Development with Subdivision	\$500.00		
101-4000-41420	Development Agreement	\$500.00		
101-4000-41420	Amendment to Development Agreement	\$250.00		
101-4000-41420	Land Development Code Amendment (Text / Map)	\$500.00		
101-4000-41420	Variance / Appeal / Non-conformance	\$250.00		
Account #	Other	Minimum	Additional	Maximum
101-4000-41420	Growth Management Allocation - \$50 per lot/per subdivision	\$50.00		
727-4000-41432	Lot Split - (\$145 per resulting lot)	\$490.00		
727-4000-41432	Lot Consolidation - (\$170 + \$40/preceding parcel)	\$450.00		
101-4000-41420	Site Plan Review for Minor Development	\$500.00		
730-4000-41434	Right of Way Permit Fee (ROW Deposit - \$1500: #730-4000-41433)	\$150.00		
Account #	Escrow for Plan Review, Outside Consultants (2)	Minimum	Additional	Maximum
727-4000-41411	Residential Building Review	\$375.00		
727-4000-41411	Resubmission/submission of single family residential site plan; review of residential site plan for additions > 1000 s.f.	\$190.00		
727-4000-41432	Preliminary Subdivision Plan Review	\$2,000.00	\$100/lot	
727-4000-41432	Improvement Plans for Subdivisions	\$3,000.00	\$100/lot	
727-4000-41432	Final Subdivision Plat	\$1,000.00		
	1) Small project/average project/large project:			
	Small project = ≤ 5000 s.f. or ≤ 2 acres			
	Average project = 5001 - 50,000 s.f. or 2 to 10 acres			
	Large project = > 50,000 s.f. or >10 acres			
	2) Amount does not include construction inspection escrow amount; subject to additional charges if initial deposit does not cover expense.			
	* Include \$90 escrow for submission to City Engineer			



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"

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

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.



CITY OF HUDSON, OHIO
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APPLICATION FOR ZONING CERTIFICATE

Project Address: _____

Project Description: [check all that apply and describe below]

New Construction[residential] Fence Accy. Structure Alteration Demolition Sign
 New Construction[other] Addition Use (Change of) Re-inspection Other _____

Detailed Explanation: _____

Project Area (sf): _____ Subdivision: _____ Sublot: _____ Zoning Dist: _____

Project Cost: _____ Commence M&Y: _____ Complete M&Y: _____

Please note: Applications will not be accepted as complete by the City of Hudson until the applicant and property owner fulfill all requirements listed within the AHBR submittal packet. All application fees are accepted in cash or by check payable to the “City of Hudson”.

Affidavit of Applicant and Property Owner

The undersigned do hereby certify that the information to the City of Hudson in and with this application is true and accurate and consents to employees and/or agents of the City of Hudson entering upon the premises of this application for purposes of inspection and verification of information pertaining to the application, and if this application is approved, to verify conformance to requirements and conditions of such approval. I acknowledge that City reviews or approvals do not absolve the subject property from deed restrictions, easements, or homeowner association covenants, restrictions, or regulations regarding structures and uses on the property.

Print Name Please:
 Applicant: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Applicant relationship to Owner: Agent Attorney Contractor Architect Other _____

Print Name Please:
 Property Owner: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

 Applicant Signature

Date: _____

Property Owner Signature

Staff Use Only						
Application No.	_____	Landscape Req.	Y	N	GMA#	_____/_____
Date Received	_____	GMA Letter	Y	N	Tree Plan App.	Y N
Fee Paid	_____	ROW Form	Y	N	Site Plan App.	Y N
Receipt No.	_____	RITA Form	Y	N	Staked/Pinned	Y N
		FEMA Floodplain	Y	N	Initials	_____