



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.

ADMINISTRATIVE APPROVAL SUBMITTAL PACKET

FENCES, DECKS, MINOR ALTERATIONS, AND ACCESSORY STRUCTURES (120 sq ft or smaller)

The purpose of this packet is to provide information on the process to obtain administrative approval for the design of minor residential improvements. These improvements include fences, arbors, pergolas, decks, alterations which are minor in scale, and accessory structures (sheds, hot tubs) 120 sq ft in size or smaller.

The Land Development Code defines minor residential improvements as: residential development consisting of decks, accessory structures that do not exceed 120 square feet in gross floor area, arbors, pergolas, fences, and alterations which involve the replacement of architectural features with the same or similar materials and design. Minor residential development shall not include Historic Landmarks, properties within the historic district, and projects which involve review by the Planning Commission and/or the Board of Zoning and Building Appeals.

An administrative approval process has been established for these minor projects to allow a shorter review and approval process. The administrative process includes review by the city staff regarding applicable sections of the Land Development Code and the Architectural and Design Standards, and issuance of a zoning certificate. Any project which is not in compliance with these codes and standards or is determined by staff to be beyond the scope of minor residential improvements will be forwarded to the AHBR for review. Listed below is the general information regarding the application process, submittal requirements for each type of construction, and additional information on approval procedures.

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. All submittal should incorporate the requested information detailed below and clearly depict the scope of the project. Additional information may be requested to clarify a projects compliance with the Land Development Code and the Architectural Design Standards.
- B. ORDINANCE:** Legislation on administrative approvals for minor residential improvements is found in Chapter 1202.06(j) *Architecture/Design/Historic Preservation Compliance—Minor Residential Improvements* 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 Community Development Department are contained in the Architectural Design Standards, City of Hudson, Ohio, *adopted July 7, 1999*. Copies are available at the Community Development Department and on our department website.

II. APPLICATION SUBMITTALS

A. ACCESSORY STRUCTURE structures 120 sq ft or smaller: sheds, hot tubs, etc., require submittal of the following documents:

1. **Site Plan** should include the following (three copies drawn to 1"=20' scale):
 - Location of all existing or proposed structures with dimensioned distances to all lot lines. Show north direction arrow.
 - Location of all vehicular drives & roads, related parking areas, easements, walks, fences, 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 or manufacturer specifications** should include the following (sample elevations are available for common shed sizes) (three copies drawn to scale):
 - Accurate location, details and dimensions of windows, doors, shutters, chimneys, porches, and other architectural features.
 - Details to show additional construction items such as mechanical equipment, etc.
 - Description of all major finish materials and an indication if they match the existing structure (when applicable).
3. **Photographs** (one set) of existing structures that will remain on the site and the location of the proposed structure.

B. DECK (addition): requires submittal of the following documents:

1. **Site Plan** should include the following (three copies drawn to 1"=20' scale):
 - Location of all existing or proposed structures and the deck with dimensioned distances to all lot lines. Show north direction arrow.
 - Location of all vehicular drives & roads, related parking areas, easements, walks, fences, 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. **Floor Plan** (three copies drawn to 1/4" = 1' scale).
 - Location of the proposed deck and the house within five feet of the deck with all dimensions noted.
 - Location of all adjacent doors, windows, and structural items of the house.
 - The location of railings, steps, benches, and other structural items of the deck.
 - Distance of the decking above ground level at the house and at the outer portion of the deck. All decks with 18" or more above ground level should incorporate skirting material (lattice) or landscaping.
3. **Railing detail** (three copies) noting the materials of the proposed rail, spindle spacing, height, and the design.
4. **Photographs** (one set) of each elevation (side) of the existing structure including the area where the proposed addition will be located.

- C. ALTERATION (minor):** which involve the replacement of architectural features with the same or similar materials and design requires submittal of the following documents: (Typical minor alterations include window/door replacements within existing openings, addition of a limited number of window/door openings, and vinyl/aluminum siding replacement. Alterations which are beyond this scope will require submittal to the AHBR).
1. **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 for the portion of the house affected by the alteration.
 - Additional details to show unusual construction such as mechanical equipment, etc.
 - Description of major finish materials and an indication if they match the existing structure.
 - Note: siding and window replacements do not require elevations. Photographs and supplemental notes indicating the materials and detailing are sufficient.
 2. **Specification sheets** for window, siding and shutter replacements.
 3. **Photographs** (one set) of each elevation (side) of the structure affected by the alteration.
- D. FENCE:** 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 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, 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 or manufacturer specifications** must include the following (three copies drawn to scale) sample elevations are available for common fence styles:
 - Design of the proposed fence, identifying dimensions, materials and colors.
 - Indicate that the stringers will be located on the interior of the fence and note if the gate design and materials will match the fence.
 - For fencing to enclose a pool, indicate 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 and where it will meet the house.

IV. REVIEW AND ISSUANCE PROCESS:

Applications must be delivered to the Community Development Office, 46 Ravenna Street, Suite D-3, between 8am and 4:15pm. The application will be processed once the staff has deemed the submittal complete per these submittal requirements. A compliance review will then be completed with any deficiencies noted. The applicant will be contacted within two business days of accepting the completed application to schedule an appointment to revise plans as needed, and receive the zoning certificate. Total submittal to issuance process can typically be completed within three to four business days. Any project which is not in compliance with these codes and standards or is determined by staff to be beyond the scope of minor residential improvements will be forwarded to the AHBR for review.

III. 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 (18) 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.

V. BUILDING PERMITS:

Following the 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 issuance of a certificate.

*NOTE: Some 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 - 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).

VI. FEE SUMMARY

Alteration		\$60.00
Deck		\$90.00
Accessory Structures	0-120 s.f.	\$40.00
Fence		\$40.00

Source: City of Hudson Ordinance #06-157,
Effective 1/20/2007



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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 Date: _____

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	_____



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.