

**H**istoric Dublin has a distinctive character that makes it an attractive place to live, work and visit. In recognition of Historic Dublin's special sense of place, the Dublin Village Council took action in 1970 to establish the Dublin Architectural Review Board. Its purpose is to promote the educational, cultural and economic well-being of the community through the preservation and maintenance of the Architectural Review District and historic sites listed in the Ohio Historic Inventory throughout the community as tangible reminders of Dublin's rich history. The Architectural Review Board is made up of Dublin residents and includes both residential and commercial property owners and a business owner, as well as people with expertise in Dublin history, architectural design and historic preservation. Board members are appointed by City Council and serve as volunteers. They receive administrative support from the City of Dublin.

Before you begin any projects that change the appearance of the site or exterior of existing buildings or involve new construction or demolition within the Architectural Review District or any individual property listed in the Ohio Historic Inventory, the plans must be reviewed and approved by the Architectural Review Board. These guidelines are designed to help you understand the design review process and how the Architectural Review Board evaluates proposals. By reading the guidelines and using them as you plan your project, you can help the process of design review work smoothly for everyone involved.

## **Design Review Process**

1. A recommended first step in planning a construction project is for you to become more familiar with the design review process. You can begin by contacting the City of Dublin Land Use and Long Range Planning Office at 5800 Shier-Rings Road (614-410-4600) to obtain a copy of the design guidelines, along with the schedule of upcoming meetings and deadlines, and an application form. Staff is also available to answer questions regarding your project. If you are not sure whether or not your property is in the Architectural Review District or listed in the Ohio Historic Inventory, the staff can verify this information.

All Architectural Review Board meetings are open to the public. They are generally held on the fourth Wednesday of each month. When holidays intervene, meetings are moved to the third Wednesday or another specified date. Attendance at one of these meetings prior to submission of an application can be helpful in giving you an idea of what to expect when your application is reviewed.

Many people want to know what types of projects must obtain approval from the Architectural Review Board. If you are planning any of the following, you will need to obtain Architectural Review Board approval:

- Any changes to the exterior of an existing structure, including change of paint color, window or door replacement, roof replacement, gutters and downspouts, and porch repairs, or construction that changes the appearance of a building;
- Additions to existing buildings;
- Construction of new buildings, including garages and other garden structures;
- Landscaping (residential properties exempted) or other site changes, including fencing, driveways, and parking;
- Installation of new signs or changes to existing signage.

If you are planning interior improvements only with nothing visible from the exterior, or doing routine maintenance or repairs that do not change the appearance of the building, the design review process is not required. If you are still unsure about your project, then contact Land Use and Long Range Planning for assistance.

2. Using these guidelines as you plan your project will help ensure that you are protecting and preserving the historic character of your building as well that of the Architectural Review District as a whole. These guidelines will be used by the Architectural Review Board when it considers your application, so please read them carefully.
3. Plan in advance so that you allow enough time to submit your Architectural Review Board application. Before submitting your application, a meeting with a Planning staff member is highly recommended. Applications are due by 5:00 p.m. on the first working day of the month, although they may be submitted earlier. You must submit a completed application form. Complete only the sections that apply to your project.

Please note one notarized original and seven copies of the application form should be submitted. The application form also asks for multiple copies of specific information as well. Samples of all materials (color chips, photos, plans, or brochures of product information) are also required. You must supply a list of all neighboring property owners within 150 feet of the perimeter of the property. Read the form very carefully to make sure that you have included all the required information and materials. If you have any questions about the form, contact Land Use and Long Range Planning for assistance.

4. It is extremely important that you or your designated representative attend the Architectural Review Board meeting. The Architectural Review Board has the option to dismiss an application when the applicant is not present and the Board determines that it is unable to make a decision without the owner's presence. If you are unable to attend, please include the name of your designated representative in your application.
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5. At the Architectural Review Board meeting, each application is introduced by the Chair, and the staff makes a recommendation to the Board. You or your representative will be given an opportunity for a short presentation and may be asked questions by Board members. The Chair will also request comments or questions from the audience. Following discussion by the Board, and any additional comments, the Board will take up a motion on the application.

The Board has three options: it can approve an application as presented or with modifications; it can deny the application; or it can table the application for review at the next meeting. In most cases, the application is approved as presented or with minor modifications. More complicated projects such as new development take more than one meeting to approve. Two reviews are necessary if your project involves one or more of the following:

- new construction of 3,500 square feet or more of gross floor area;
- an addition that will increase the building to 3,500 square feet or more;
- moving, removing or replacing major architectural elements of a building with 3,500 square feet or more.

If the application is approved, a Board Order in letter form will be sent to you, clearly describing the nature of the approved work. A copy of this letter is also sent to the Division of Building Standards, if pertinent. All Board Orders are valid for one year after the date issued, at which point the approval lapses if the project has not gone forward.

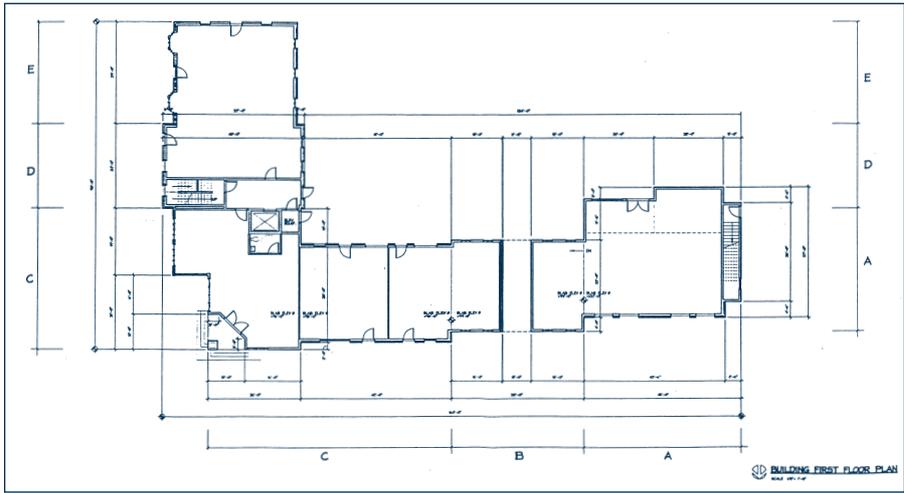
If the application is denied because it is not consistent with these design guidelines, written reasons for the denial will be mailed to you. You will also be informed that you have the right to appeal the decision to the Board of Zoning Appeals within 20 days after the Architectural Review Board's decision. A new application may be submitted within 60 days of the denial only if a substantial change is made to the plans for the proposed project or the surrounding area.

In all cases, the Architectural Review Board is required to reach a decision and issue a Board Order within 60 days after the filing of the application, and the Board makes every effort to expedite reviews.

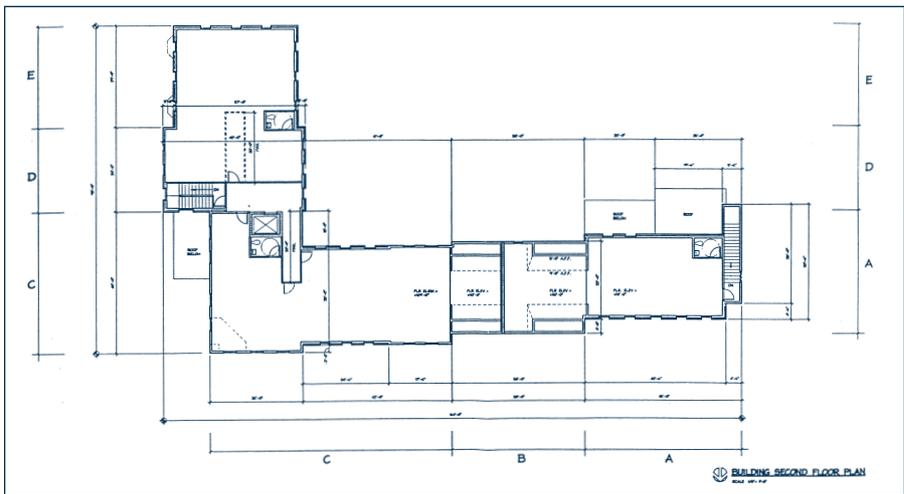
6. Once you receive your Board Order approving your project, you must check with the City to see if any additional permits are necessary for the project to move forward. Please remember that in most cases a building or sign permit must also be issued by the City prior to any work beginning. These permits will not be issued without Architectural Review Board approval.
7. If you consider any changes after you receive your Board Order, you need to contact Land Use and Long Range Planning for another review by the Architectural Review Board before commencing work on the changes. In some cases, a special meeting may be scheduled so that a project is not delayed.

# Examples of Graphic Submission Materials

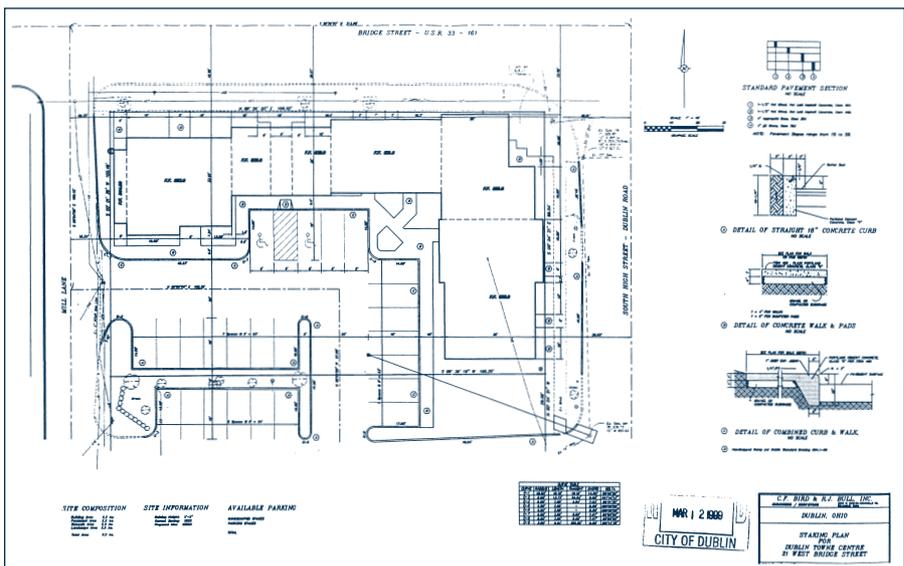
First Floor Plan



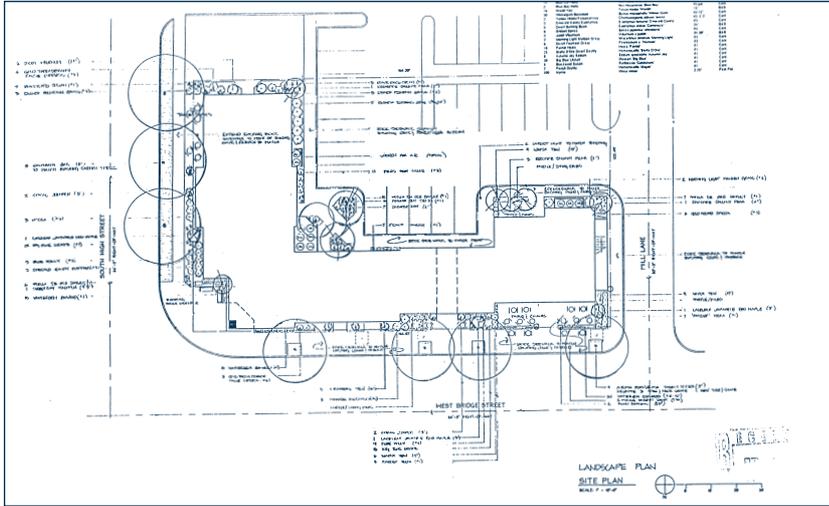
Second Floor Plan



Site Plan



Landscape Plan



Elevations

