

# Village of Glendale, Ohio

30 Village Square  
Glendale, Ohio 45246

## Application for Permit

Agenda Item # \_\_\_\_\_  
GPHP Review Date: \_\_\_\_\_

*Glendale is a National Historic Landmark District and Certified Local Government*

### Dept. of Zoning, Historic Appropriateness & Building Permits

### Step 1

Project Address \_\_\_\_\_, Glendale, Ohio 45246 Pivotal\_\_\_\_, Contributing\_\_\_\_

Owner: \_\_\_\_\_, \_\_\_\_\_ PH \_\_\_\_\_  
(Address & Telephone)

Plan(s) by: \_\_\_\_\_, \_\_\_\_\_ PH \_\_\_\_\_  
(Address & Telephone)

Contractor: \_\_\_\_\_, \_\_\_\_\_ PH \_\_\_\_\_  
(Address & Telephone)

#### Project Classification (must check one or more and describe):

New Building \_\_\_\_\_ Lot Division \_\_\_\_\_ Site Work \_\_\_\_\_ Addition \_\_\_\_\_

Comm. Sign \_\_\_\_\_ Impervious Surface \_\_\_\_\_ Fence \_\_\_\_\_ HVAC \_\_\_\_\_ \*

#### Complete Project Description:

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Total Cost of Construction: \$ \_\_\_\_\_ (Subject to Audit and adjustment by the Bldg. Commissioner)

#### Planning and Historic Preservation Commission Certificate

This Applicant recognizes that the subject property is / is not (circle one) located within the Historic District of Glendale and further acknowledges that he/she and or his/her agent has thoroughly familiarized themselves with the provisions of Glendale Zoning, Housing and Preservation Ordinances as they may pertain to this application for construction, remodeling, lot division and or other improvements. By submitting this signed application, this applicant agrees with the goals, responsibility and authority of the Zoning Administrator, GPHP Commission and Chief Building Official and further agrees to abide by their decision and process. This applicant acknowledges that they or their agent will be present at the GPHP Commission meeting time and date as noted on this application and further acknowledges that should they not attend the GPHP Commission meeting, the application will be denied. This application, to the best of their knowledge and ability, is complete and includes a site plan, elevation drawing(s), materials description, a photograph of the subject property and other material helpful in the Commission's review. This applicant also agrees, upon approval, to complete said specified work in a timely and workmanlike manner, according to applicable codes and specification and with strict attention to the final project plans as may be approved by the GPHP Commission and all conditions as may be attached.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Not valid unless signed by owner or agent)

Upon completion of Step ONE, it is time to turn in your application & paperwork for Zoning review (by the Zoning Administrator). It is necessary to do this at least 7 days prior the GPHP Commission meeting which is held on the first Monday of each month. Once your application has zoning approval (Step TWO), it will be forwarded to the GPHP Commission by the Administrator and you will receive a notice (agenda) in the mail several days prior the meeting. You or your agent's attendance is required at the GPHP Commission meeting.

(See Reverse Side Please)

- ✓ **Please take a moment to check your work and submission material against that which is required below;**
  - Application is complete, accurate and signed by applicant(s)
  - Photographs of lot (property) and project area are included
  - Site Plan is included and accurately locates the project footprint
  - All construction elevations (all sides) are included and to scale (for additions, new homes, etc)
  - All materials have been listed and described (photos or brochures are acceptable)
  - Designs, material and style of alterations/additions are appropriate for the architecture of your home
  - New home plans are of a single architecture design and appropriate with neighboring homes
  - Three sets of Final Construction Drawings and Specifications required for the Step 4 review & permit.

If you have any questions, call the Village Administrator at 771-7200 or email at [brokey@glendaleohio.org](mailto:brokey@glendaleohio.org)

The Remainder of this Application is to be completed by Zoning Administrator, GPHP Commission Chairman and Chief Building Official

**The Following (Steps 2, 3, 4 & 5) will be completed by the Administration**

<b>ZONING REVIEW</b> (To be completed by the Zoning Administrator and required prior to GPHP Review)	<b>Step 2</b>
Zoning District; AA-1, AA-2, A, B, C, D, E District (circle one)	
_____ <b>Zoning Review Approved</b> _____ <b>Not Approved (Denied)</b>	
Zoning Administrator's Signature: _____ Date: _____	
Comments _____	
_____	

<b>GPHP COMMISSION REVIEW</b> (to be completed by the Chairman of the GPHP Commission after review & vote)	<b>Step 3</b>
GPHP Chairman's Signature: _____	
_____ <b>APPROVED</b>	
Conditions: _____yes (see comments)      _____no conditions	
_____ <b>NOT APPROVED</b>	
GPHP Review Date _____	
Comments _____	
_____	

<b>Glendale Building Department Review &amp; Permit Approval</b>	<b>Step 4</b>
<b>PERMIT #</b> _____	
Building Dept. Review      _____ <b>APPROVED</b> _____ <b>NOT APPROVED (Denied)</b>	
Date: _____ Chief Bldg. Official's Signature _____	
Conditions attached: <u>Yes</u> / <u>No</u> (Circle One)      Occupancy Classification _____	
Const. Classification _____ Area _____ Height _____ Number of Stories: _____	
Number of Dwelling Units _____ Parking Spaces _____	
Comments/Conditions _____	
_____	

<b>FEE Schedule (Permit issued)</b>	<b>Step 5</b>
Village Fee: _____ + BBS Fee _____ <b>Total Fee:</b> _____	
<b>Payment Record/Receipt#</b> _____ <b>Permit #</b> _____ <b>Date</b> _____	