



Village of South Russell

BUILDING AND ZONING DEPARTMENT

440-338-1312

building@southrussell.com

ARCHITECTURAL REVIEW BOARD APPLICATION

OFFICE USE ONLY

ARB CASE # _____

ARB FEE: \$90.00 _____

ARB APP #: _____

ARB RECEIPT #: _____

ZONING STATUS _____

APPLICANT INFORMATION

NAME: _____ DATE: _____

ADDRESS: _____

PHONE #: _____

EMAIL: _____

****REQUIRED ZONING APPLICATION (Z-1 FORM) MUST ACCOMPANY THIS APPLICATION****

CONTRACTOR OR ARCHITECT INFORMATION

CONTRACTOR/ARCHITECT: _____

ADDRESS: _____

PHONE #: _____

EMAIL: _____

DESCRIPTION OF REQUEST (See submittal guidelines for required attachments)

*****UPON BOARD APPROVAL, PERMIT(S) MUST BE OBTAINED. *****

If Board approval is obtained, the applicant, by signing below, hereby acknowledges and understands that permits must still be obtained from the Building & Zoning Department prior to starting any work.

Applicant's Signature _____

Date _____

Print Name _____

ARB USE ONLY

ARCHITECTURAL REVIEW BOARD APPROVAL:

_____ Date: _____

_____ Date: _____

_____ Date: _____

VILLAGE OF SOUTH RUSSELL

ARCHITECTURAL REVIEW BOARD METHODS

The Board meets the first and third Tuesday of each month at 5:30pm in Village Hall Council Chambers (upstairs) unless otherwise notified.

Applicants must complete this checklist and submit with the documents, applications and fee.

SUBMITTALS: ALL DOCUMENTS AND FEES ARE PROCESSED THROUGH THE BUILDING DEPARTMENT. THESE MUST INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- ☐ 1. HOA Approval, if applicable.
- ☐ 2. Approved Zoning Permit application.
- ☐ 3. Completed ARB application and \$90 Fee.
- ☐ 4. Three original sets of documents and one complete set submitted electronically to **building@southrussell.com**, received at least eight (8) days prior to the scheduled ARB meeting.
- ☐ 5. The minimum documents required to be submitted are as follows:
 - ☐ a) Site Plan. 1" = 20' minimum scale.
 - ☐ b) Foundation/Basement plan. 1/4" = 1'. Show basement dimensions & first floor framing.
 - ☐ c) Floor Plans. 1/4" = 1'. Show dimensions and framing for floors and roofs.
 - ☐ d) Each Exterior Elevation. 1/4" = 1'. Elevations shall represent 360° architecture and provide organization and alignment of windows and doors and clearly indicate existing conditions to be modified or remain. Indicate floor to floor heights. All exterior elevations are to be labeled or keyed to a schedule located on at least one of the elevation sheets to denote type and colors of each exterior finish material, including, but not limited to, siding, masonry, trim, windows and roofing.
 - ☐ e) Cross-Section. 1/4" = 1'. Show foundation, floor, roof framing and slopes.
 - ☐ f) Typical Exterior Wall Section. 3/4" = 1'. Show foundation, drainage, floor and roof. Framing, roof slope, insulation, exterior wall construction and method of ventilation.
 - ☐ g) Three sets of labeled color photographs of the following:
 - ☐ 1) Adjacent structures at each side, to the rear and the two across the street;
 - ☐ 2) Each exterior elevation of buildings or structures to be altered.
- ☐ 6. Submit labeled photos of samples of each exterior finish material or marked manufacturer product data that includes photos. Bring samples to the ARB meeting and include as part of presentation to the board.

PROCEDURES AFTER THE MEETING

1. If “APPROVED”, documents will be returned to the Building Department for review and determination of fees and deposits. Permits are issued by the Building Department.
2. If “APPROVED AS NOTED”, documents (as noted in red by the Board) are returned to the Building Department for review and determination of fees and deposits. Permits are issued by the Building Department.
3. “REVISE AND RESUBMIT” and “PRELIMINARY DOCUMENTS” are to be revised per the ARB’s review. Submit three complete updated sets (both digital and hard copies) no later than the Tuesday prior to the next scheduled meeting.

The undersigned, _____, has read and

Print Name

understands the requirements to appear before the Architectural Review Board regarding the

property located at _____ in South

Print Address of Property

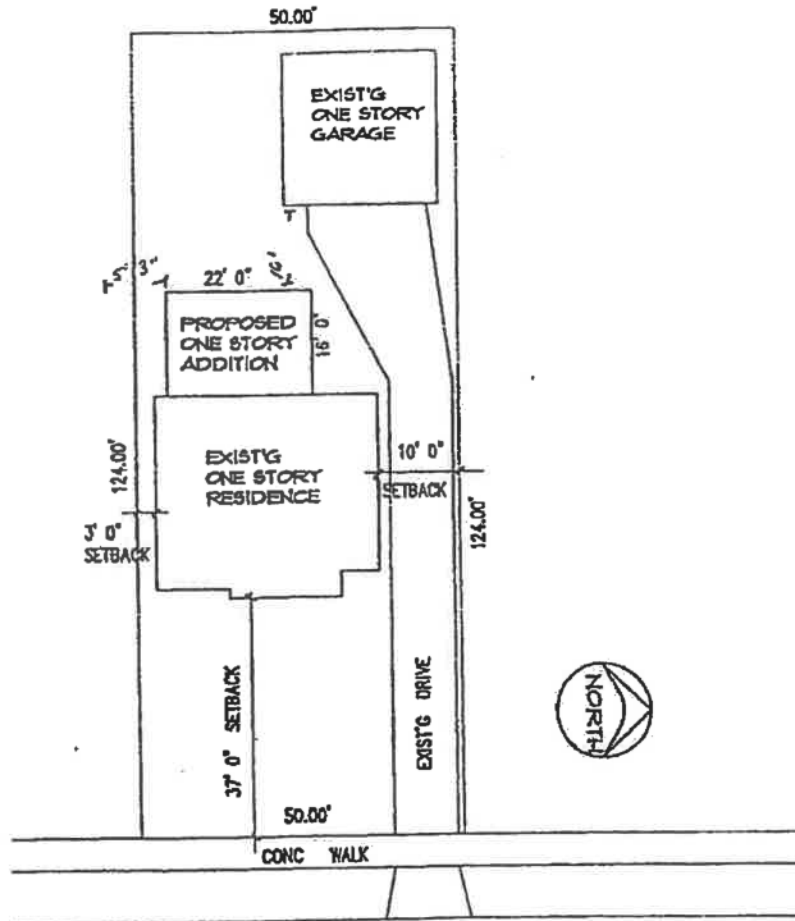
Russell.

Signature of Applicant

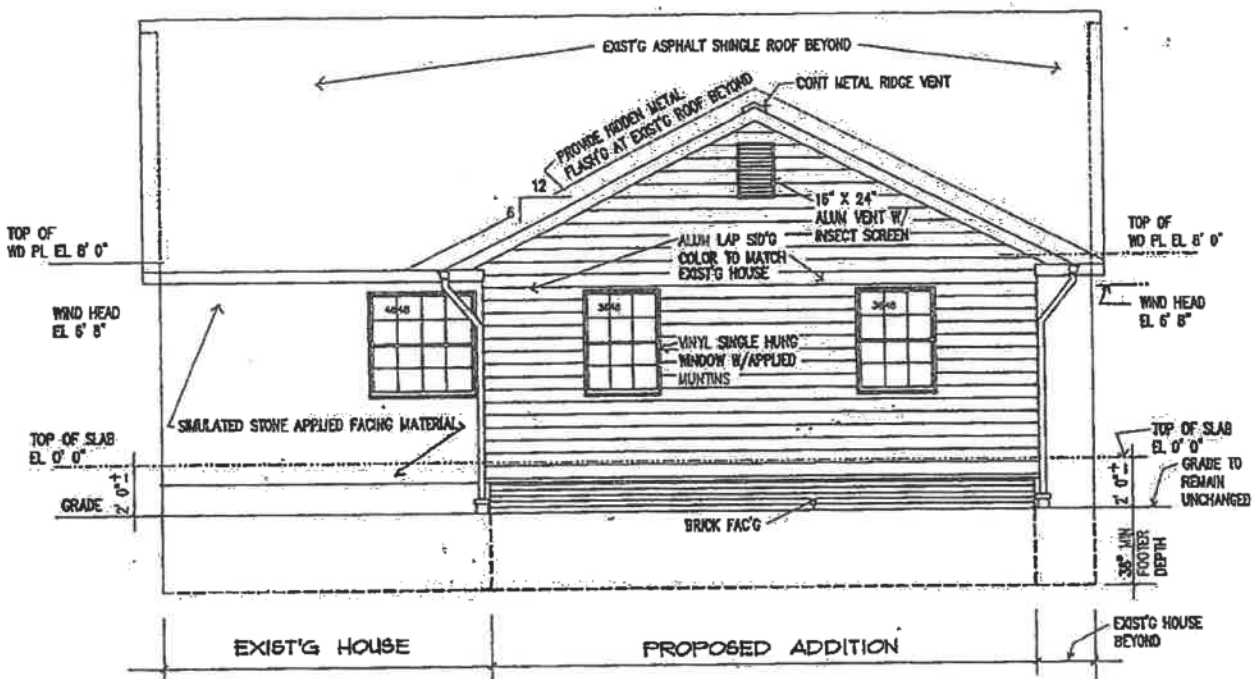
Date

****Please complete the ARB application and submit with this document****

Rev 7/2023

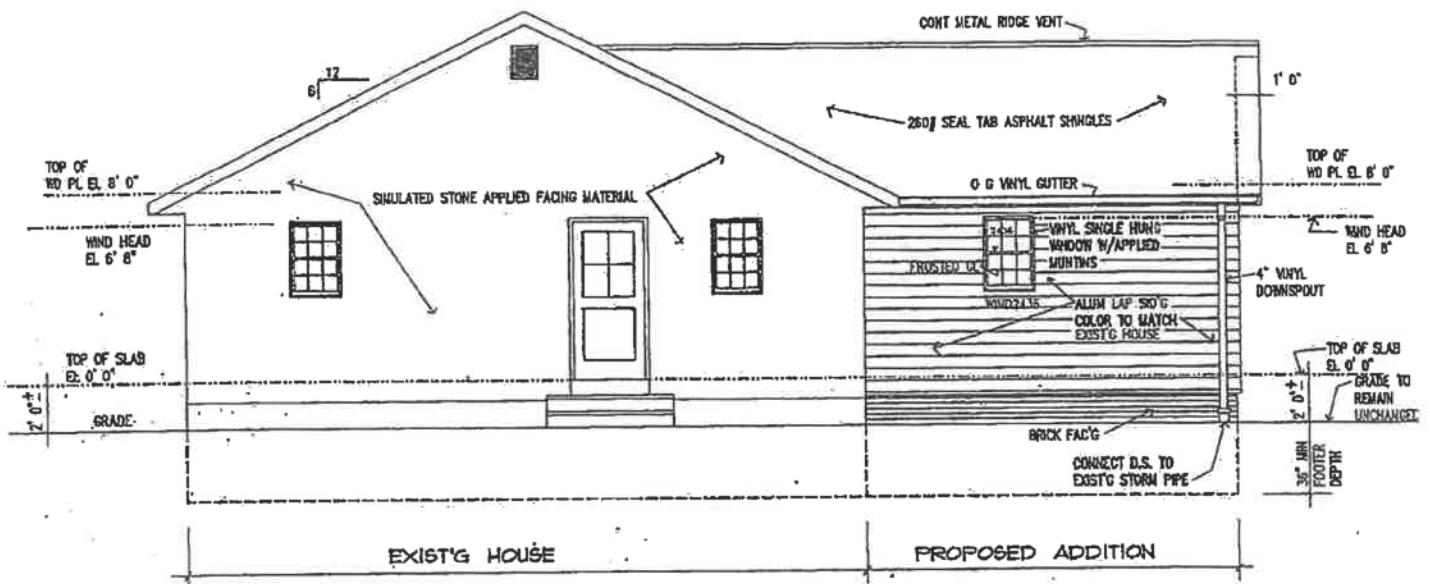


SITE PLAN MUST BE 1" = 20' MINIMUM SCALE
SAMPLE SITE PLAN



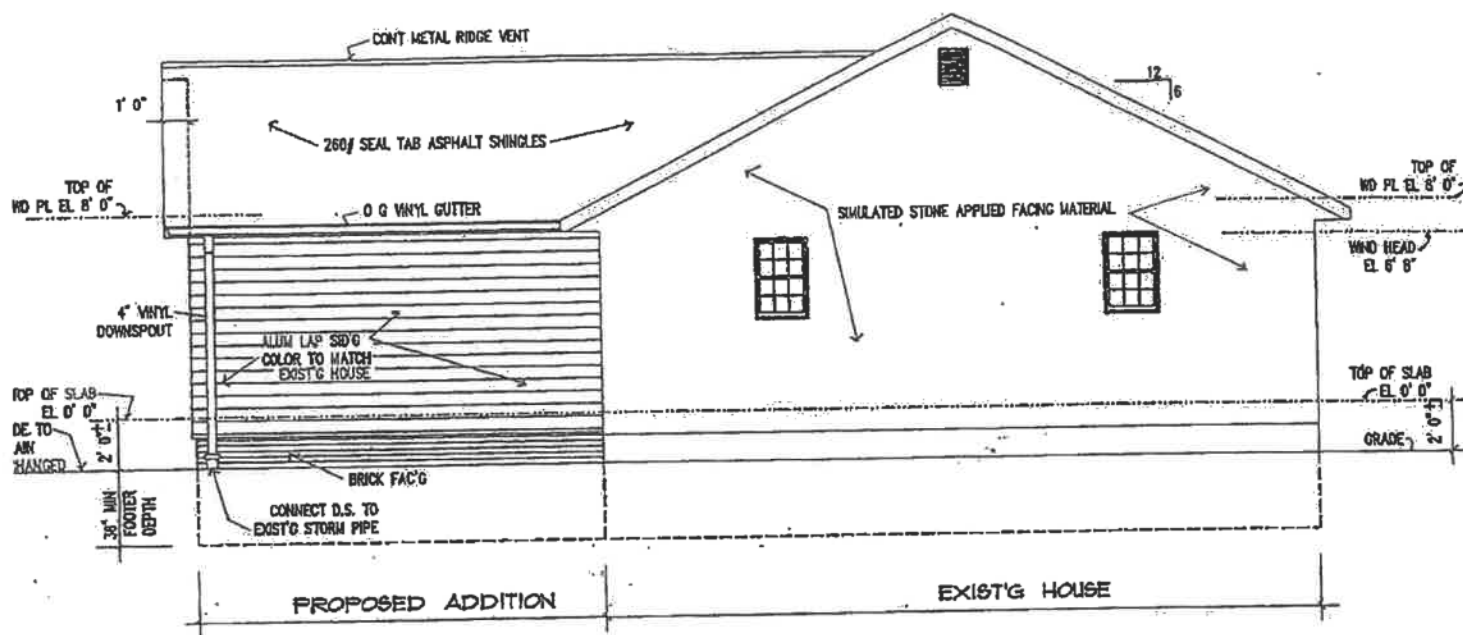
WEST (REAR) ELEVATION

SAMPLE EXTERIOR ELEVATION



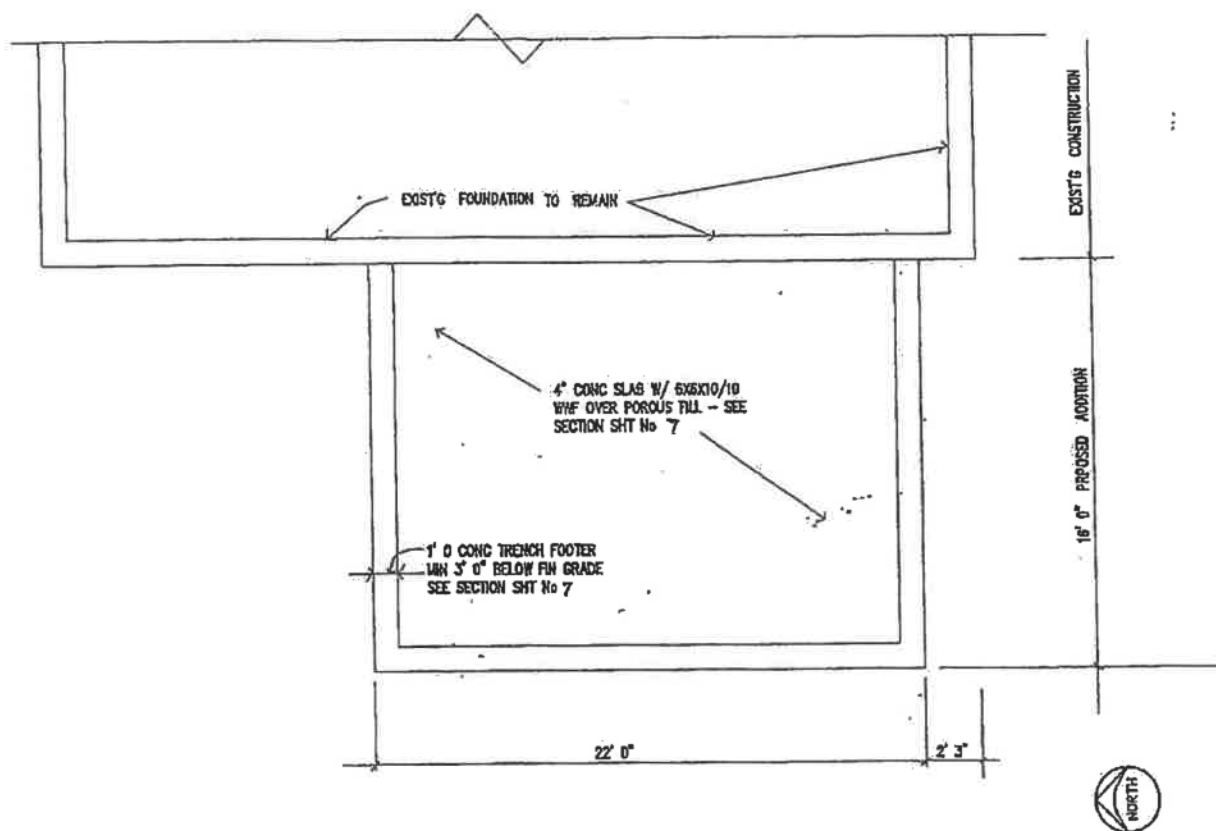
NORTH (RIGHT SIDE) ELEVATION

SAMPLE EXTERIOR ELEVATION

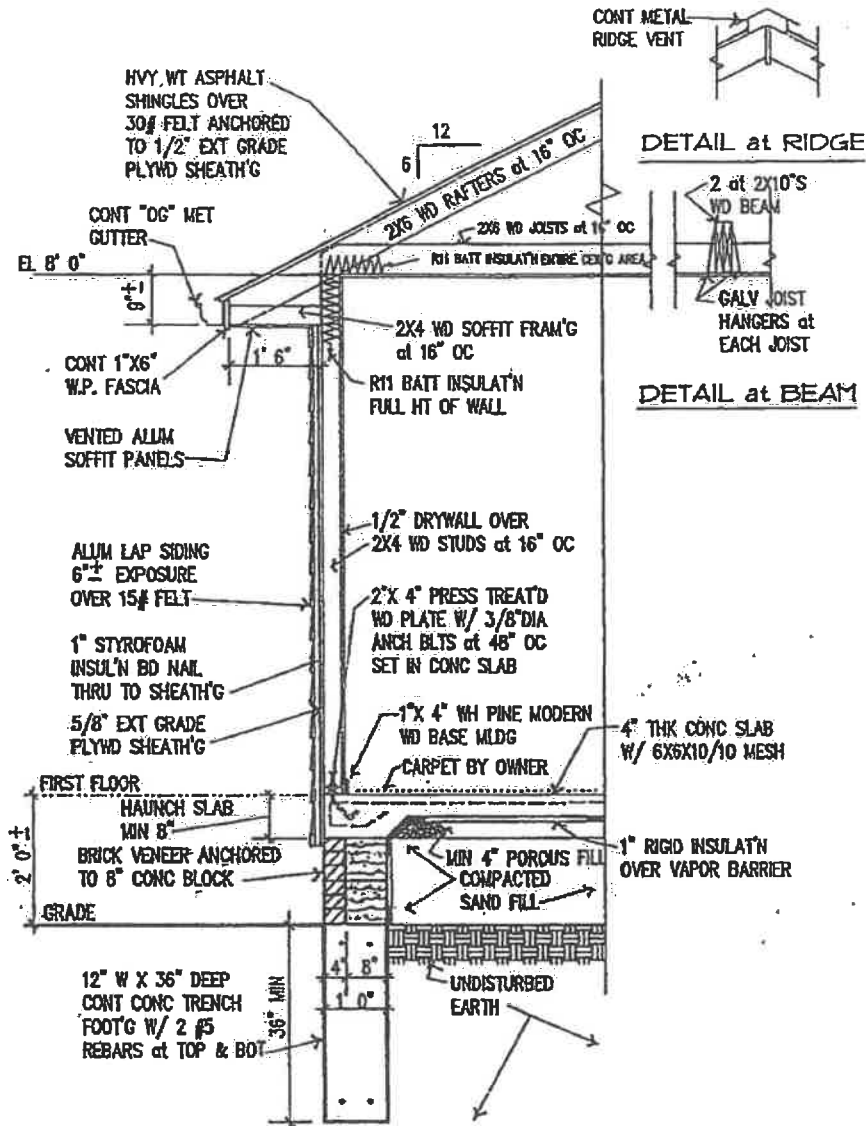


SOUTH (LEFT SIDE) ELEVATION

SAMPLE EXTERIOR ELEVATION



SAMPLE FOUNDATION PLAN

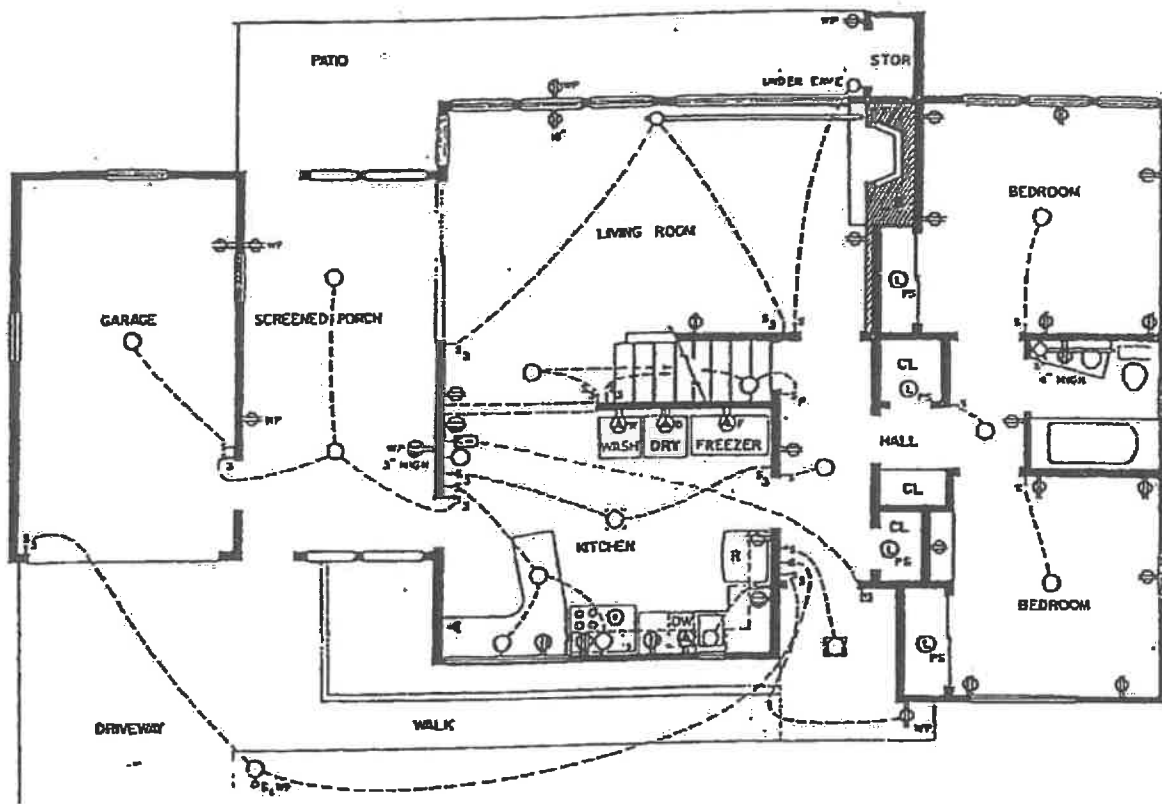


SECTION thru TYPICAL SIDEWALL

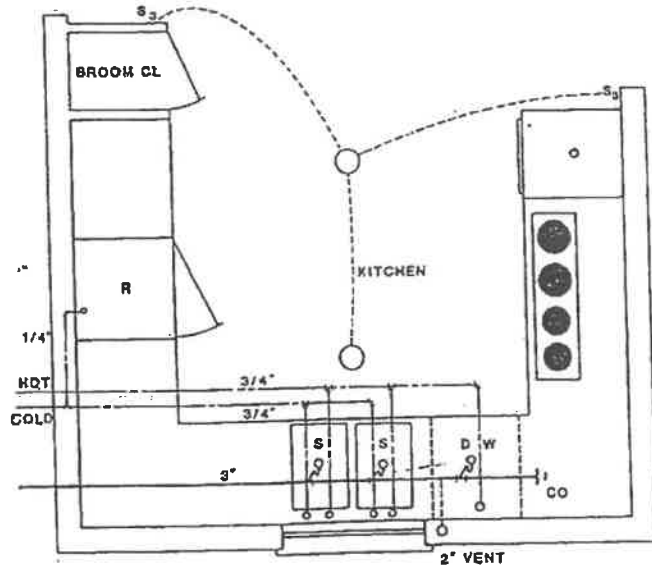
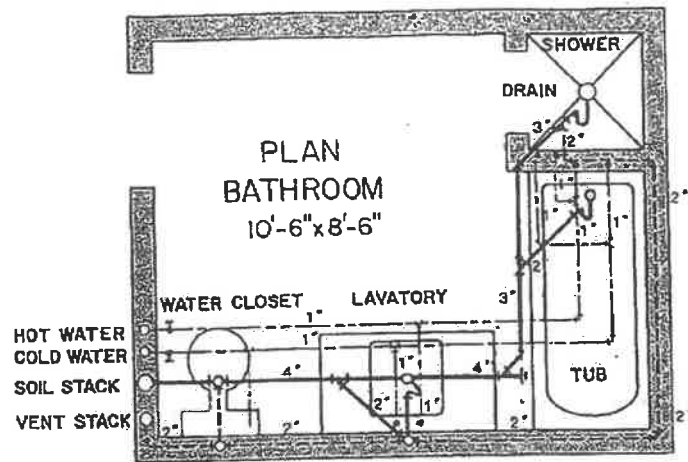
SAMPLE WALL SECTION



SAMPLE FLOOR PLAN



SAMPLE ELECTRIC SCHEMATIC



SAMPLE PLUMBING SCHEMATIC