



## City of Aurora, Ohio - Planning, Zoning and Building Division

129 W. Pioneer Trail, Aurora, OH 44202 330.562.9564 Fax: 330.562.9719 www.auroraoh.com

### NEW RESIDENCES

#### APPLICATION SUBMITTALS

**NEW RESIDENCES** require submittal of the following:

1. Completed Building Permit Application.
2. A \$275.00 non-refundable deposit. Make checks payable to City of Aurora.  
**NOTE:** *This is an application deposit only. Additional fees may be owed upon issuance of permit.*
3. For the City Architect's Review: **Two Complete Sets of Construction Plans are required.**  
For ABR's Review: **Seven Sets of 11" x 17" Plans—only elevations and floor plans are required.**  
**Complete the attached "New Residence Information Sheet".**
4. Six Topographies—must have surveyor's seal and signature certification. (See attached Topo Checklist).
5. Photographs (one set) of all surrounding lots (both sides and across the street).
6. RES Check: use Aurora RES Check calculations available at [www.energycodes.gov](http://www.energycodes.gov). Make sure to use the 2009 IECC. Other methods to demonstrate energy compliance are available.
7. Approvals necessary prior to issuance of a permit:
  - a. Zoning Inspector
  - b. Plan Review
  - c. Architectural Board of Review\*\*
  - d. Planning, Zoning and Building Division Director
  - e. Topography approval from Engineering Department
  - f. Water/Sewer Permit paid or provide copies of Well/Septic Permits
8. All contractors/subcontractors must be registered with the Planning, Zoning & Building Division.
9. Inspections required:
  - a. Footer
  - b. Prepour
  - c. Foundation/Drain Tile
  - d. Downspouts
  - e. Underground Electric, Plumbing & HVAC
  - f. Rough Framing, Electric, Plumbing & HVAC
  - g. Insulation
  - h. Fireplace
  - i. Final Framing, Electric, Plumbing & HVAC

**\*\* All New Residences must be approved by the Architectural Board of Review. ABR meets on the fourth Thursday of each month except for November and December when it meets on the second Thursday of the month. ABR submittal deadline is ten (10) days prior to the meeting.**

3/10/16

## SITE DEVELOPMENT CHECKLIST

Applicant Name and Phone Number: \_\_\_\_\_

Project Sub-lot and Address: \_\_\_\_\_

**\*All work within the city right-of-way requires a permit. Contact Karen Stacko at 330-995-9119.**

### **CHAPTER 1110 Site Development Regulations**

For additional information please reference Chapter 1110 - Site Development Standards

<http://conwaygreene.com/aurora.htm>

### **BASIC INFORMATION**

- |   |  |
|---|--|
| <input type="checkbox"/> Surveyor's Seal          | <input type="checkbox"/> North Arrow                                 |
| <input type="checkbox"/> Surveyor Certification   | <input type="checkbox"/> Lot Dimensions                              |
| <input type="checkbox"/> Signature                | <input type="checkbox"/> Corner Pins                                 |
| <input type="checkbox"/> Date                     | <input type="checkbox"/> Bearings                                    |
| <input type="checkbox"/> Date on ABR Agenda       | <input type="checkbox"/> ROW/Street Name                             |
| <input type="checkbox"/> NOI Required/Received    | <input type="checkbox"/> Roadway Curve Data                          |
| <input type="checkbox"/> Subdivision              | <input type="checkbox"/> Storm Sewers (sizes, rims, inverts, etc)    |
| <input type="checkbox"/> Owner/Builder            | <input type="checkbox"/> Sanitary Sewers (sizes, rims, inverts, etc) |
| <input type="checkbox"/> Adjacent Sub-lots/Owners | <input type="checkbox"/> Watermains (sizes, hydrants, valves, etc)   |
| <input type="checkbox"/> Scale 1" = _____         | <input type="checkbox"/> Topography (existing and proposed)          |
| <input type="checkbox"/> Benchmark                |  |

### **UTILITIES**

- |  |  |
|--|--|
| <input type="checkbox"/> Sanitary/Septic – SDR35 @ min. 1% | <input type="checkbox"/> Water/Well – K Copper       |
| <input type="checkbox"/> Cleanouts for Bends               | <input type="checkbox"/> Water Service Valve Located |

### **GRADING, STORMWATER, E&S CONTROL**

- |  |  |
|--|--|
| <input type="checkbox"/> Connections PVC @ min. 1% | <input type="checkbox"/> Culvert Inverts - Site                |
| <input type="checkbox"/> Swales min. 2%            | <input type="checkbox"/> Culvert Inverts - Adjacent Properties |
| <input type="checkbox"/> Erosion Controls          | <input type="checkbox"/> Culvert Slope and Material            |
| <input type="checkbox"/> Inlet Protection          | <input type="checkbox"/> Grades 25' from Property Line         |
| <input type="checkbox"/> Outlet Protection         |  |

### **ELEVATIONS**

- |   |   |
|---|---|
| <input type="checkbox"/> First Floor (FF)         | <input type="checkbox"/> FF within 1.0' of Improvement Plans  |
| <input type="checkbox"/> Basement Floor           | <input type="checkbox"/> Garage 1.5' above Centerline         |
| <input type="checkbox"/> Top of Footer            | <input type="checkbox"/> Finished Floor – Adjacent Properties |
| <input type="checkbox"/> Garage Floor             | <input type="checkbox"/> Corners of Structure(s)              |
| <input type="checkbox"/> Front Corners of the Lot | <input type="checkbox"/> Driveway Slope                       |

### **MISCELLANEOUS**

- |   |  |
|---|--|
| <input type="checkbox"/> Fire Suppression | <input type="checkbox"/> Easements Shown           |
| <input type="checkbox"/> Retaining Walls  | <input type="checkbox"/> Riparian/Wetland Setbacks |

### **COMMENTS**

---

---

---

---



## NEW RESIDENCE INFORMATION SHEET

### Similarity of Buildings per Aurora Codified Ordinances Section 1321.07

Residential structures shall be architecturally designed so as to be distinctly different from their neighboring structures. Exceptions may be made for structures within planned communities having independent design standards.

A "neighboring structure" shall be deemed to be any two structures, existing, permitted or approved adjacent to either side of the proposed structure. In addition, the three structures across the road, street, lane or drive, centered on the proposed structure shall be deemed to be neighboring structures.

The Architectural Board of Review shall not approve any application for a permit to erect or construct any building or structure in a residential or transitional district which, in the discretion of the Board, is substantially similar to any neighboring existing or approved structure, The Architectural Board of Review shall consider, but not necessarily be limited to, the following:

- (1) Seemingly similar front or side elevations with respect to roof ridge or gable in height, length or location and/or garage location.
- (2) Relative location or arrangement of windows, doors, porches or other openings or breaks in the front elevation, including reverse arrangement.
- (3) Material type, selection, placement and color.
- (4) Substantially similar features of design or design elements of such a nature as to reasonably provoke the effects sought to be avoided herein.

**Please indicate the color selection for each of the listed building elements:**

|                 |                             |
|-----------------|-----------------------------|
| Siding: _____   | Soffit: _____               |
| Roof: _____     | Front door: _____           |
| Brick: _____    | Overhead Garage Door: _____ |
| Shutters: _____ | Stone: _____                |
| Trim: _____     | Other: _____                |

PERMIT # \_\_\_\_\_

Parcel No. \_\_\_\_\_

Zoning \_\_\_\_\_ S/L \_\_\_\_\_ G/L \_\_\_\_\_



## City of Aurora, Ohio - Planning, Zoning and Building Division

129 W. Pioneer Trail, Aurora, OH 44202 330.562.9564 Fax: 330.562.9719 www.auroraoh.com

### BUILDING PERMIT APPLICATION FOR NEW RESIDENCES

#### PLEASE PRINT:

Project Address: \_\_\_\_\_ Sublot No. \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Address (if different than above): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

General Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_ Email: \_\_\_\_\_

#### PROJECT INFORMATION:

Project Cost: \$ \_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_

Basement Sq. Ft. \_\_\_\_\_ 1<sup>st</sup> Floor Sq. Ft. \_\_\_\_\_ 2<sup>nd</sup> Floor Sq. Ft. \_\_\_\_\_

Deck Sq. Ft. \_\_\_\_\_ Garage Sq. Ft. \_\_\_\_\_ Other Sq. Ft. \_\_\_\_\_

Fireplace yes \_\_\_ no \_\_\_ how many \_\_\_\_\_ Central Vacuum System yes \_\_\_ no \_\_\_

Acceptance of the permit herein applied for shall constitute an agreement on my/our part to abide by all conditions herein contained and to comply with all ordinances of the City of Aurora and the laws of the State of Ohio relating to all work to be done thereunder; and said agreement is a condition of said permit.

Applicant Signature \_\_\_\_\_

Sign & Print Name

Owner/Agent

**PLEASE PROVIDE SAMPLES OF ALL EXTERIOR MATERIALS AT ABR MEETING.**

**ALL CONTRACTORS/SUBCONTRACTORS MUST BE REGISTERED WITH THE CITY OF  
AURORA BEFORE PERMITS ARE ISSUED.**

NAME AND ADDRESS

GENERAL \_\_\_\_\_  
 EXCAVATOR \_\_\_\_\_  
 MASON \_\_\_\_\_  
 CARPENTER \_\_\_\_\_  
 PLUMBER \_\_\_\_\_  
 ELECTRICIAN \_\_\_\_\_  
 HVAC \_\_\_\_\_  
 CONCRETE \_\_\_\_\_  
 INSULATION \_\_\_\_\_  
 ROOFER \_\_\_\_\_  
 SIDING \_\_\_\_\_  
 DOWNSPOUTS \_\_\_\_\_  
 SEWER \_\_\_\_\_  
 OTHER \_\_\_\_\_

**FOR PLANNING, ZONING & BUILDING DIVISION USE ONLY**

DATE APPLICATION RECEIVED \_\_\_\_\_  
 RECEIVED BY \_\_\_\_\_ DEPOSIT AMT. \$275.00

|                |      |               |
|----------------|------|---------------|
| Building       | \$   | _____         |
| Comp. Dep.     | \$   | _____         |
| Concrete       | \$   | _____         |
| Deck           | \$   | _____         |
| Electrical     | \$   | _____         |
| Engineer       | \$   | _____         |
| Fireplace      | \$   | _____         |
| HVAC           | \$   | _____         |
| Impact Fee     | \$   | _____         |
| Occupancy      | \$   | _____         |
| Plan Review    | \$   | _____         |
| Plumbing       | \$   | _____         |
| Topo.          | \$   | _____         |
| Vaccum         | \$   | _____         |
| Zoning         | \$   | _____         |
| Other          | \$   | _____         |
| 1% State Fee   | \$   | _____         |
|                |      |               |
| SUBTOTAL       | \$   | _____         |
| <b>Deposit</b> | - \$ | <u>275.00</u> |
| TOTAL          | \$   | _____         |

PERMIT PAID BY: \_\_\_\_\_

DATE: \_\_\_\_\_



## City of Aurora, Ohio ARCHITECTURAL BOARD OF REVIEW

### RESIDENTIAL GUIDELINES

#### RESIDENTIAL PROJECTS

These guidelines endeavor to protect an important aspect of the economic base of the City of Aurora by preventing the destruction of the natural environment and to enhance property values by controlling design, material types and architectural elements. This unique character is encouraged and controlled.

#### **Exposed Foundations:**

All exposed foundations shall be constructed of brick or stone materials which give a permanent dimensional appearance on all sides. All exterior materials shall be approved by the Architectural Board of Review. *Exception: All exposed foundation materials for additions and accessory buildings over 200 square feet shall match the existing residence.*

#### **Chimneys:**

All fireplace chimneys, including direct vent, which project through the roof shall be constructed of brick or stone materials. *Exception: direct fireplace venting through a wall shall be located at the rear of the residence.*

#### **Stacks:**

Any stack with a diameter of six inches (6") or greater which extends through the roof must be enclosed with an acceptable chimney facing material that gives the appearance of brick or stone. Vinyl and aluminum are not acceptable means of wrap or enclosure. All stacks must be installed on the rear side of the roof ridge.

#### **Windows:**

Windows are required on all elevations of a residence. If windows on the front elevation have muntins, then the side windows shall have muntins. If windows on the front elevation have shutters, the Board may require the side windows to also have shutters to match for the purposes of consistency. If the front windows have wide casings, then the side windows shall also have wide casings. All windows without shutters shall have a minimum of a four inch (4") wrap. Glass block is not permitted on front elevations. The Architectural Board

shall have the right to reject glass block windows on other elevations if the windows are considered too large.

**Bay Windows (i.e. projecting windows):**

All bay window projections located on the first floor of the front elevation **where the bottom of the Bay Window support structure is 4'-0" or less above finished grade** must have the appearance of bearing on a solid foundation consisting of materials matching the foundation wall of the house or main structure. A bay window projection on the side or rear elevations or on the front elevation where the bottom of the Bay Window support structure is greater than 4'-0" above finish grade can be cantilevered. Finish grade shall be the grade contour at the Bay Window location as shown on the approved site/topographical plan.

**Bow Windows:**

All bow window projections located on the first floor of the front elevation should extend to grade and must have the appearance of a solid foundation wall. A bow window that projects more than two feet (2') must bear on a foundation. Foundation walls, either in appearance or in function, shall consist of materials matching the foundation walls of the house or main structure.

**Overhead Doors:**

All garages must have doors and the colors shall complement the residence. Garage doors shall not face the street or right-of-way. *Exception: The Architectural Board may approve front elevation garages for hardship reasons. Items of hardship shall include, but are not limited to, a narrow lot, a ravine, or large trees provided such hardship is not created by the project owner/planner.*

**Skylights:**

Skylights shall not be visible from the street or road on which the house/structure fronts.

**Exterior Wall Materials and Style of Architecture:**

All exterior wall materials and the style of architecture shall be approved by the Architectural Board. Residences of an established traditional style shall have all materials, colors, roof pitches, windows, architectural details and proportions consistent with that particular style as approved by the Architectural Board. A change in exterior wall materials from the front elevation to the sides must wrap a minimum of two feet (2') around the corners and onto the sides. The use of exterior insulating finishing systems (E.I.F.S.) as a siding material must be no more than a nominal portion of the total exterior and only as approved by the Architectural Board.

**Additions to Existing Residences:**

All additions shall match the materials, colors, roof pitch, windows and architectural style of the existing residence. Any color or material on an addition shall require all remaining areas on the house and all appendages to match the new addition within a year of the Architectural Board approval. *Exceptions: as approved by the Architectural Board.*

**Accessory Buildings Over 200 Square Feet:**

Accessory buildings over 200 square feet must have a solid foundation as required by the Ohio Building Code. Such exposed foundations may be required to match the residence. Windows may be required by the Board at its discretion. Any accessory building within 50 feet of a residence or visible from the right-of-way or neighboring structure shall match the colors of the residence.

**Accessory Buildings 200 Square Feet or Less:**

Any accessory building 200 square feet or less shall match the colors of the residence. These structures will not require a review by the Architectural Board.

**Three-Season Rooms:**

All three-season rooms shall match the materials, colors, and architectural style of the residence. All three-season rooms shall have the appearance of a solid foundation. Foundation walls shall consist of materials matching the foundation walls of the house or main structure.

**Metal Roofs:**

Metal roofs are generally prohibited on any structure unless the Board determines the application overcomes the criteria in ACO 1321.03(b).

**Note: Exceptions to these guidelines may be made at the discretion of the Architectural Board of Review.**