

## Application Cover Sheet: Basic Project Information &amp; Certification

## Purpose of Application (check all that apply):

Architectural Review

Conditional Use

Demolition

Planned Unit Dev.

Rezoning

Landscape Review

Special Permit

## Property &amp; Project Information:

Property Address:

Brief Project Description:

## Applicant Information:

Applicant Name:

Applicant Address:

Applicant Email &amp; Phone:

## Property Owner Information:

Owner Name:

Owner Address:

Owner Email &amp; Phone:

## Attorney/Agent Information:

Agent Name:

Agent Address:

Agent Email &amp; Phone:

## Completed Worksheets:

Project Worksheet (Sheet A)

Architectural Review (Sheet B)

Tree Commission (Sheet D)

## Signatures:

The attached application package is complete and accurate to the best of my knowledge. I understand that the City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me/my firm/etc. may delay review.

Applicant Signature:

Date:

Owner Signature:

Date:

Agent Signature:

Date:

## Internal Use:

Application #:

Board Referrals:

☐

ARB

☐

BZAP

☐

City Council

☐

Tree Commission

Staff Signature:

Date:



**Application Cover Sheet: Review Fee Worksheet**

Estimated Valuation of Project: \$

**Minor Architectural Review (Ex. Roof, window, siding)**

Based upon the valuation of the project:	- \$50.00 for 1st \$10,000 valuation	\$
	- \$5.00 for each additional \$10,000 valuation.	\$

**Major Architectural Review (Ex. New Construction, Additions, Garages, Decks, Pergola)**

Based upon the valuation of the project:	- \$90.00 for the 1st \$10,000 valuation	\$
	- \$5.00 for each additional \$10,000 valuation	\$
	- \$600.00 cap	\$
	- \$50.00 resubmittal fee	\$

**Variance Review**

Single Family:	\$100.00	\$
Commercial Property:	\$100.00	\$
Fences or Special Permits:	\$65.00	\$
All others:	\$90.00	\$

**Zoning Fees**

Rezoning:	- \$250.00 up to 1 acre site	\$
	- \$60.00 for each additional acre (or part thereof)	\$
Requests for amendment to PUD Plans:	\$300.00	\$
Split of lot or existing parcel:	\$250.00	\$
Replatting or new plat:	\$250.00	\$

**Sign Review and Architectural Review for Commercial Properties**

Project Value	Fee	
\$0 to \$5,000	\$100.00	\$
\$5,001 to \$25,000	\$200.00	\$
\$25,001 to \$75,000	\$250.00	\$
\$75,001 to \$200,000	\$600.00	\$
\$200,001 to \$750,000	\$1,000.00	\$
Over \$750,000	\$350.00	\$
Fences and walls:	\$65.00	\$
Special Permit, Conditional Uses and All others:	\$90.00	\$
Re-submittal Fee:	\$50.00	\$

**Appeals**

Appeal of ARB decision to BZAP:	\$50.00	\$
Appeal of BZAP decision to City Council:	\$250.00	\$

**Fee Total:** \$



# CITY OF BEXLEY UNIFIED PLANNING APPLICATION

## Instructions: Application Requirements by Application Type

Requirements:	New Construction	Addition	Demolition	Windows, Doors, Deck, Pergola, Etc.	Rezoning	Conditional Use or Special Permit	Variance
Worksheet A: Cover Sheet & Fee Calculation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Worksheet B: Project Worksheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Worksheet C: Architectural Review Worksheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Worksheet D: Tree Commission Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worksheet E: Variance Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worksheet F: Fence Variance Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worksheet G: Demolition Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worksheet H: Rezoning Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worksheet I: Conditional Use Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Worksheet J: Home Occupation Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Floor Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exterior Elevations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Architectural Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photographs of Property	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



= Required



= May Be Required



= Not Required

**PLEASE NOTE:** Incomplete information may result in the rejection of this submittal. Applications must be submitted by appointment. Please call 614-559-4240 to schedule.





# CITY OF BEXLEY UNIFIED PLANNING APPLICATION

## Instructions: Detailed Application Requirements

The application package must consist of one (1) complete printed set of all items listed below, as well as a single full-color PDF document with a complete set, in order of the checklist, of all the items listed below, as well as any additional documentation required in the Microsoft Word format. All requested documents must be submitted via the City's Plan Application Upload portal:

[www.bexley.org/plans](http://www.bexley.org/plans).

### Document Submittal and Naming Requirements:

Documents submitted to the upload portal at [www.bexley.org/plans](http://www.bexley.org/plans) must be consolidated into a zip file which must be named using the following naming methodology:

[Year]-[Month]-[Day] [Application #] [Street #] [Street Direction - if applicable] [Street Name] [Project name - if applicable]

ex.: "2015-12-01 ARB-15-24 2242 East Main Bexley City Hall"

### Requirements by Exhibit Type:

#### Architectural Details

Architectural details drawn to scale of non-typical design elements. Plans shall be provided in a vector-based electronic format designed to print at a 2' x 3' original scale.

**File Type:**  
**PDF**

#### Architectural Plan

The plans must be drawn to Engineer's scale and provide applicable information as itemized on the Zoning Review Checklist Form. Plans shall be provided in a vector-based electronic format designed to print at a 2' x 3' original scale.

**File Type:**  
**PDF**

#### Exterior Elevations

Exterior elevation drawings, to scale, designating and differentiating existing construction from proposed construction. Elevation drawings shall include indications of exterior materials, door and window styles, and notes as required to clearly communicate the concept of the design. Plans shall be provided in a vector-based electronic format designed to print at a 2' x 3' original scale.

**File Type:**  
**PDF**

#### Floor Plan

A floor plan, to scale, designating and differentiating existing construction from proposed construction. Plans shall include overall dimensions and notes, as required to clearly communicate the concept of the design. Plans shall be provided in a vector-based electronic format designed to print at a 2' x 3' original scale.

**File Type:**  
**PDF**

#### Landscape Plan

Landscape architectural plans, to scale, indicating all proposed garden walls and structures, plantings, species and size of landscape details (see Tree Commission Worksheet C).

**File Type:**  
**PDF**

#### Photographs

Photographs to be provided of all sides of all structures on the property, as well as relevant site photographs. Photographs shall be provided as uncompressed JPEG files with a minimum width dimension of 1,000 pixels.

**File Type:**  
**JPEG**

#### Site Plan

The site plan must be drawn to Engineer's scale and provide applicable information as itemized on the Zoning Review Checklist Form. Site plans shall be provided in a vector-based electronic format designed to print at a 2' x 3' original scale.

**File Type:**  
**PDF**

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## Project Worksheet

Residential

Commercial

Property Address:

Zoning District:

R-1 (25% Building &amp; 40% Overall)

R-6 (35% Building &amp; 60% Overall)

R-2 (25% Building &amp; 50% Overall)

R-12 (35% Building &amp; 70% Overall)

R-3 (25% Building &amp; 50% Overall)

Other:

*\* Overall coverage includes hardscape*

Lot Info:

Width (ft.):

Depth (ft.):

Total Area (SF):

Primary Structure Info:

Existing Footprint (SF):

Proposed Addition (SF):

Removing (SF):

(Type of Structure:)

Proposed new primary structure or residence (SF):

Total Square Footage:

Garage and/or Accessory  
Structure Info

(Incl. Decks, Pergolas, etc):

Existing Footprint (SF):

New Structure Type:

Proposed Addition (SF):

Ridge Height:

Proposed New Structure (SF):

Is there a 2nd floor?

Yes

No

Total of all garage and accessory structures (SF):

2nd Floor SF:

Total building lot coverage (SF):

= % of lot

Is this replacing an existing garage and/or accessory structure?

Yes

No

Hardscape:

Existing Driveway (SF):

Existing Patio (SF):

Existing Private Sidewalk (SF):

Proposed Additional Hardscape (SF):

Total Hardscape (SF):

Totals:

Total overall lot coverage (SF):

=

% of lot

Applicant Initial:

Internal Use:

Staff Review Date:

☐

Meets Zoning

☐

ARB Only

☐

Variance or Modifications Needed

Staff Comments:

Staff Initial:

## Architectural Review Worksheet

Design changes involving window, siding, roof replacement projects, detached garages, accessory structure, and deck construction may be reviewed and approved by the Design Consultant and/or Zoning officer, if it meets all zoning code requirements and maintenance improvements conforming to the "SPECIFIC STANDARDS" in the Residential Review District Residential Design Guidelines. It may be directed to the Architectural Review Board or Board of Zoning and Planning for review and/or approval, if required by staff. Design approval is required in order to obtain a Building Permit. Work performed prior to an approval is subject to triple fees.

Please provide photos of the existing structure with this form

Please indicate the existing materials and the proposed changes of exterior materials to be used in the completion of your design project. Check all that apply in each category below:

Roofing	House or Principal Structure	Garage Only	House & Garage		
Existing Roof Type:	Slate		Clay Tile	Wood Shake	Std. 3-tab Asphalt Shingle
	Arch. Dimensional Shingles		EPDM Rubber	TPO Rubber	Metal
New Roof Type:	Slate		Clay Tile	Wood Shake	Std. 3-tab Asphalt Shingle
	Arch. Dimensional Shingles		EPDM Rubber	TPO Rubber	Metal
New Shingle Manufacturer:					
New Roof Style & Color:					

Windows	House or Principal Structure	Garage Only	House & Garage		
Existing Window Type:	Casement		Fixed	Exterior Storm	Other:
	Double Hung		Awning	Horizontal Sliding	
Existing Window Materials:	Aluminum Clad Wood		Wood	Metal	
	Vinyl Clad Wood		Aluminum	Other:	
New Window Manufacturer:					
New Window Style/Mat./Color:					

Doors	House or Principal Structure	Garage Only	House & Garage		
Existing Entrance Door Type:	Wood	Insulated Metal	Fiberglass	Sidelights	Transom Windows
Existing Garage Door Type:	Wood	Insulated Metal	Fiberglass		
Door Finish:	Stained	Painted			
Proposed Door Type:		Style:		Color:	

Exterior Trim					
Existing Door Trim:	Cedar	Redwood	Pine	Std. Lumber Profile	
	Wood Composite	Aluminum Clad	Molding	Vinyl	Other:
Proposed New Door Trim:					
Existing Window Trim:	Wood	Redwood	Pine	Std. Lumber Profile	
	Vinyl	Other:			
Proposed New Window Trim:	Trim Color(s):				
Do the Proposed Changes Affect the Overhangs?	Yes	No			

## Architectural Review Worksheet (Continued)

### Exterior Wall Finishes

Existing	Proposed	Type:	Manufacturer, Style, Color:
		Natural Stone	
		Cultured Stone	
		Brick	
		Mortar	
		Stucco	
		Wood Shingle	
		Wood Siding	
		Vinyl Siding	
		Aluminum Siding	
		Other	

### Staff Confirmation (to be completed by Residential Design Consultant:

Date of Review:

Approved By:

To be reviewed by ARB on:

Conditions/Stipulations:

Staff Initials:

## Tree & Public Gardens Commission Worksheet

City Right-of-Way Landscape

Commercial Landscape

New Build

Property Address:

Landscape Architect/Designer:

Phone:

E-mail:

Description:

### Review Guidelines and List of Criteria:

**1. Project Description**

Design Concept to include: Brief narrative describing the area to be designed/changed; relevance/significance to the community; general impact that will be created & affect on community; procedures to implement plan

**2. Research:**

a. Provide significant examples (articles, visuals, and the like) relating to project's need and future effect on community

**3. Design Documentation Drawings**

Design Plan to include:

- a. Plan drawing/s with north directional indication
- b. Elevations of all landscape orientations (north, south, east, west) perspectives, isometrics or axonometric renderings, of important features that impact design
- d. A detailed model may substitute for B or C
- e. Photographs to support design vision
- f. Construction plans, elevations, sections & details as necessary for project clarity
- g. City trees indicated on plan
- h. Irrigation plan as appropriate

**Specifications to include:**

- a. Vegetation - Including botanical and common names and installation size
- b. Hardscape
- c. Lighting Locations & Specifications
- d. Furniture & furnishings
- e. Equipment
- f. Accessories
- g. Materials for reference
- h. Buildings for reference
- i. Other

All documentation should be clear, precise and complete. Package should be presented to commission one week prior to presentation

**Applicant Initial:**

### Staff Confirmation:

In order to add review of your project to the agenda, staff must verify that the following items have been submitted along with the application:

☐

Design plan with elevations (electronic copy as specified in instructions plus 1 hard copy)

☐

Design Specifications as required in item 3 in "Review Guidelines and List of Criteria" above

☐

It is highly recommended that the Landscape Designer/Architect is present at meeting

Staff Initial:



## Variance Worksheet

Variance requests will be heard by the Bexley Board of Zoning and Planning. Variances are based upon a legal determination of whether the request meets the variance criteria specified by Bexley City Code.

Variance criteria are outlined below in question format. Please provide your narrative response to the variance questions.

### Description of the Proposed Variance

Please provide a thorough description of the variance being sought, and the reason why.

### Variance Question 1

Does the property in question require a variance in order to yield a reasonable return? Can there be any beneficial use of the property without the variance? Please describe.

### Variance Question 2

Is the variance substantial? Please describe.

### Variance Question 3

Would the essential character of the neighborhood be substantially altered or would adjoining properties suffer a substantial detriment as a result of the variance? Please describe.

## Variance Worksheet (Continued)

Variance requests will be heard by the Bexley Board of Zoning and Planning. Variances are based upon a legal determination of whether the request meets the variance criteria specified by Bexley City Code.

Variance criteria are outlined below in question format. Please provide your narrative response to the variance questions.

### Variance Question 4

Would the variance adversely affect the delivery of governmental services (e.g., water, sewer, garbage)? Please describe.

### Variance Question 5

Did the property owner purchase the property with knowledge of the zoning restriction? Please describe.

### Variance Question 6

Can the property owner's predicament feasibly be obviated through some method other than a variance? Please describe.

### Variance Question 7

Is the spirit and intent behind the zoning requirement observed and is substantial justice done by granting the variance? Please describe.

## Fence Variance Worksheet

### Background & Requirements

This worksheet is required to be reviewed and completed by property owners wishing to apply for a variance from the City's fence regulations. Fence regulations are outlined in the summary below. Please check next to the regulation you are seeking a variance from.

**Please attach a narrative to this worksheet that provides a description of how you plan to meet the pertinent outlined variance criteria**

#### Side and Rear Yard Restrictions for Interior Lots (non-corner lots):

- **Height Limitations:** Maximum height of 72" (6') as measured from the average grade of that portion of the lot in the rear or side yard. Artificially raising the height of the lot line by the use of mounding, retaining walls or similar means shall be included within the seventy-two inch maximum height restriction.
- **Front Set-back Lines:** No side yard fence shall extend beyond the front set-back line or the existing front building façade, whichever is greater.
- **Finish Side Rules:** Any fence or wall erected along the front set back line, side or rear property lines must have the finished and not the structural side facing the adjacent property, or street. Interior lots having rear lot lines coincident with alley right-of-way shall be permitted to place the structural side of the fence facing the alley right of way. Chain link, wire mesh or other similar material allowed only along interior lot lines and along rear lot lines coincident with alley right-of-way.

#### Side and Rear Yard Restrictions for Corner Lots:

- **Height Limitations:** No fence, wall or combination thereof shall exceed forty-eight inches in height in the side yard setback area as it faces a public or private street.
- **Special Permits for Taller Fencing:** Fencing or walls exceeding forty-eight inches in height, as measured from the average grade, may be allowed with a special permit from the Board of Zoning and Planning. The Board shall consider the following criteria in reviewing such applications.

#### Side and Rear Yard Restrictions for Corner Lots: Criteria 1 - Compatibility

Describe how the proposed side yard fence or wall exceeding forty-eight inches in height and on the street side of a corner lot compatible with other properties in the neighborhood?

#### Side and Rear Yard Restrictions for Corner Lots: Criteria 2 - Height

Please verify that the maximum height of such fence or wall shall not exceed seventy-two inches as measured from the average grade, as defined in Section 1230.06. Artificially raising the height of the lot line by the use of mounding, retaining walls or similar means shall be included within the seventy-two inch maximum height.

## Fence Variance Worksheet (Continued)

### Side and Rear Yard Restrictions for Corner Lots: Criteria 3 - Transparency

Fences exceeding forty-eight inches in height should include transparency in the upper 12" to 18" of the fence through the use of latticework, pickets, or other appropriate design elements. Describe how you have satisfied this requirement.

### Side and Rear Yard Restrictions for Corner Lots: Criteria 4 - Screening

A landscaping plan must be filed with the application for a special permit, indicating how such fencing or wall is to be screened from the street side elevation. The landscape plan should be designed in such a way as to mitigate the impact of a solid fence or wall as it relates to the street and other properties. Describe how the landscape plan addresses these items.

### Side and Rear Yard Restrictions for Corner Lots: Criteria 5 - Visibility and Safety

The installation of such fence or wall shall not create a visibility or safety concern for vehicular and/or pedestrian movement. Please describe any visibility/safety concerns with your design.

### Side and Rear Yard Restrictions for Corner Lots: Criteria 6 - Material Compatibility

No chain link, wire mesh or other similar material shall be installed on lot lines adjacent to public rights-of-way. Please verify that your design complies with this requirement.

### Side and Rear Yard Restrictions for Corner Lots: Criteria 7 - Finished Side

Any fence or wall erected on a lot located at the intersection of two or more streets must have the finished and not the structural side facing the adjacent property, alley or street. Please verify that your design complies with this requirement.

## Fence Variance Worksheet (continued)

### Front Yard Restrictions:

- No person shall erect any fence or wall in any residential zoning district, between the front yard setback line and the street except with the following exceptions:
  - Fences or walls which do not comply with this section may be allowed if approved as part of a detailed development plan for a Planned Unit Development District;
  - Decorative landscaping walls and fences which do not exceed twenty-four inches in height above ground level may be allowed after review in accordance with subsections (c)(1) through (c)(5) of Chapter 1256 BRC, and issuance of a permit by the Building Department; and
  - Decorative landscaping walls and fences which exceed twenty-four inches in height above ground level but not more than forty-two inches above ground level may be allowed with a special permit from the Board of Zoning and Planning. The Board of Zoning and Planning shall consider the following criteria in reviewing such applications:

• The proposed decorative landscape wall or fence is compatible with other properties in the neighborhood.	Yes	No
• The height of the fence or wall does not exceed the size permitted as above when measured from the average grade of the yard where the fence or wall is to be installed. Artificially raising the height of the lot line by the use of mounding, retaining walls or similar means shall be included in the maximum height.	Yes	No
• Posts, columns and finials may extend up to 6" above the maximum allowed height of the fence panels. CHAPTER 1264. FENCES AND WALLS City of Bexley Zoning Ordinance	Yes	No
• A landscaping plan shall be filed with the application indicating how such fencing and/or wall is to be integrated with existing front yard landscaping.	Yes	No
• The installation of such fence and/or wall shall not create a visibility or safety concern for vehicular and/or pedestrian movement.	Yes	No
• No chain link, wire mesh, concrete block or other similar type material shall be installed as a decorative landscape wall or fence.	Yes	No
• The fence and/or wall shall have a minimum of 50% transparency.	Yes	No
• That the lot exhibits unique characteristics that support the increase in fence height.	Yes	No

### Fences Adjacent to Commercial Districts

For residential lots abutting a commercial zoning district, no fence, wall or combination thereof shall exceed ninety-six inches in height along that abutting side, as measured from the average grade of that portion of the lot in the rear or side yard. Artificially raising the height of the lot line by the use of mounding, retaining walls or similar means shall be included within the ninety-six inch maximum height restriction. (a) Side yard fence shall be allowed to extend beyond the front set-back line of the house if adjacent to paved vehicular service areas including parking lots and service drives. Any fence or wall erected along the side or rear property lines must have the finished and not the structural side facing the adjacent property. (b) The installation of such fence or wall shall not create a visibility or safety concern for vehicular and/or pedestrian movement.

### Require Commercial Fences Adjacent to Residential Districts

For commercial uses abutting a residential zoning district, a fence, wall or combination thereof shall be installed along the lot line of adjacency except as otherwise determined for adjacent uses contained in the same Planned Unit Development District. Commercial uses with residential zoning districts located directly across a public alley must also meet this requirement along the interior alley line, subject to sight triangle requirements required by the city Building Department. (a) The height shall be ninety-six inches, as measured from the average grade of that portion of the lot. (b) Any fence or wall erected along the property lines of the commercial use must have the finished and not the structural side facing the adjacent property. (c) The installation of such fence or wall shall not create a visibility or safety concern for vehicular and/or pedestrian movement. (d) No chain link, wire mesh or other similar material shall be installed. (e) The fence design shall be 100-percent opaque from any viewing angle, and approved by the Building Department.

## Demolition Worksheet

### Background

Per Bexley Codified Ordinance, demolition of a residence which is determined to be historically or architecturally significant and worthy of preservation is prohibited in the absence of economic hardship or the existence of unusual and compelling circumstances. Please fill out this worksheet to aid in the determination of eligibility of your property for demolition.

### Process for Review

The Board, in deciding whether to issue a certificate of appropriateness approving the demolition or removal of an existing building or structure, shall determine the following:

1. That the structure to be demolished or removed is not historically or architecturally significant and worthy of preservation or;
2. If it is historically or architecturally significant and worthy of preservation, that denial of a certificate of appropriateness would cause:
  - i. A substantial economic hardship, or;
  - ii. That demolition is justified by the existence of unusual and compelling circumstances.
3. The Board may request and consider, among other evidence, a report concerning the proposed demolition and existing structure from a registered architect, historical conservator or other person with appropriate preservation experience.

### Worksheet: Historical & Architectural Significance

- |  |            |           |
|--|------------|-----------|
|  | <b>Yes</b> | <b>No</b> |
| 1. Is your property historically significant? Please attached supporting documentation. Recommended sources include ownership records, a letter from the Bexley Historical Society, etc.                       |            |           |
| 2. Is your property architecturally significant? Please attached supporting documentation. Recommended sources include a letter of opinion from an architect or expert with historical preservation expertise. | <b>Yes</b> | <b>No</b> |
| 3. If you answered "yes" to either question #1 or #2, please describe any economic hardship that results from being unable to demolish the primary residence, and attach any supporting evidence.              |            |           |
| 4. If you answered "yes" to either question #1 or #2, please describe any other unusual or compelling circumstances that require the demolition of the primary residence, and attach any supporting evidence.  |            |           |

### Worksheet: Replacement Plan Details

1. Please provide a definite plan for reuse of the site, including proposed replacement structures, by completing Worksheets B & C and any other pertinent worksheets, along with required exhibits.
2. Provide a narrative time schedule for the replacement project below.
3. Please provide a narrative of what impact the proposed replacement project will have on the subject property and the neighborhood.

## Rezoning Worksheet

**Existing Zoning:**

**Proposed Zoning:**

**Narrative Description of Rezoning:**

Please provide a reason for the rezoning request and a project description.

**Reason for rezoning  
request:**

**Project description:**

## Conditional Use Worksheet

### Background

The Board of Zoning and Planning shall have the power to approve applications for conditional uses specified in Chapters 1252 and 1254. The proposed use shall be approved if, and only if, it meets the intent of this Zoning Code and the intent of the zoning district in which the property is located, fits harmoniously with adjacent uses and structures and complies with all other provisions of this Zoning Code. The Board of Zoning and Planning has no obligation to approve a conditional use. This Zoning Code assumes that conditionally permitted uses are not appropriate unless an applicant proves that the use will not be detrimental to the public health, safety, or general welfare of the City or the neighborhood in which it is proposed.

An approved conditional use must be substantially operational within 2 years of its approval. Applications for any construction permits necessary for the operation of the conditional use must be filed within 1 year of approval. A conditional use permit may be revoked by BZAP if the Board finds the conditions of approval of the existing conditional use permit are not met or maintained, the property ceases to be operated as an approved conditional use, or the continuance of the conditional use would pose a substantial risk to the public health, safety and welfare. A conditional use permit shall not be revoked without providing notice to the permit holder and the opportunity to be heard. A conditional use permit shall automatically expire if it ceases operation for more than one year.

### Conditional Use Checklist

Conditional uses shall only be approved if the applicant proves the following factors are met. Please indicate your acknowledgement that your conditional use application meets the following criteria:

1. The use is consistent with the goals and policies of any adopted plans of the City of Bexley, including, but not limited to, the Main Street Guidelines.	Yes	No
2. The use will not have a negative impact on the neighboring land uses and the larger community because of the differences between the proposed use and existing uses in the community.	Yes	No
3. The use will not be hazardous to or have a negative impact on existing or future surrounding uses.	Yes	No
4. The use meets or satisfies the lot/yard or height requirements in the code and other general code provisions including landscape requirements, parking standards, and storm drainage requirements as existing or as may be adopted.	Yes	No
5. The use does not create an undue burden on existing public facilities and services such as street, utilities, school or refuse disposal.	Yes	No
6. The use is consistent with and/or furthers the City's economic goals and will not decrease property values or have a negative economic impact.	Yes	No
7. The use is in character and keeping and compatible with the adjacent structures and uses.	Yes	No
8. Any proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.	Yes	No

**Please provide supporting information to the Conditional Use questions above by attachment to this worksheet - provide a narrative of how you meet the above criteria (1-8).**



## Home Occupation Worksheet

### Background & Checklist

A home occupation may be allowed as a conditional use as specified in Chapter 1252 provided that the following additional conditions are met. Please indicate your acknowledgement that your home occupation use meets the following criteria:

**Business Name:**

**Business Description:**

1.	No person other than members of the family residing on the premises shall be engaged in such occupation.	Yes	No
2.	The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than twenty-five percent of the floor area of the dwelling unit shall be used in the conduct of the home occupation.	Yes	No
3.	There shall be no change in the outside appearance of the building or premises, or other visible or nuisance evidence of the conduct of such home occupation.	Yes	No
4.	There shall be no sales in connection with a home occupation.	Yes	No
5.	No traffic shall be generated by a home occupation in greater volume than would normally be expected in a residential neighborhood.	Yes	No
6.	Any need for parking generated by the conduct of a home occupation shall be met off the street and other than in a required front yard. The off-street parking spaces required for the home occupation shall be maintained in addition to the space or spaces required for the residence itself.	Yes	No

**Please provide supporting information to the Home Occupation questions above by attachment to this worksheet - provide a narrative of how you meet the above criteria (1-6).**