

PLAN SUBMITTAL REQUIREMENTS FOR THE ARCHITECTURAL BOARD OF REVIEW AND PLANNING & ZONING COMMISSION

Planning & Zoning and Building & Housing Codes are available online at www.huntingvalley.net. Chapter 1111 of the Planning and Zoning Commission, Chapter 1309 Architectural Design Control Procedures, and Chapter 1303.07 Submission of Plans to the Building Inspector detail the following requirements:

1. Furnish a letter to the Building Department requesting placement on the pertinent agenda along with any explanation of any variance requested.
2. One set of **¼ inch scale plans** drawn/stamped by a registered Ohio architect/engineer must be submitted along with an **email containing pdf** of the same. A second set of drawing(s) to be presented at the meeting shall be mounted on poster board for display and presentation.
3. Color renderings and exterior photos of the site are required.
4. Provide an aerial and photo view of the proposed/existing main house/accessory structure(s) and surrounding neighbor's properties for comparison. Setback and lot line notation are required.
5. Proposed materials shall be explained in detail. Physical samples and/or cut sheets are helpful.
6. Landscape and exterior lighting plans shall be in color and show hard surfaces with lumen count in relationship to total site acreage. Photos of views from all elevations are helpful (and may be requested).
7. Handouts are permitted.
8. Subsequent submittals should summarize (cloud/redline) changes from the previously reviewed plans.
9. Projects within Daisy Hill Association must also be presented to the HOA by the cut-off date.

Note: All correspondence and drawings must be submitted in an organized, bound manner to the Building Department by close of business on the published cut-off date (10 working days prior to the meeting date). **Failure to submit the above materials by the cut-off date will result in elimination of your item from the meeting agenda.**

Questions? Please contact the Hunting Valley Building Department at
440-247-2805.

****Please see attached checklist for required items****