

**VILLAGE OF SOUTH RUSSELL
ARCHITECTURAL BOARD OF REVIEW PROCEDURES**

SUBMITTALS: ALL DRAWINGS AND FEES ARE PROCESSED BY THE BUILDING DEPARTMENT. THESE MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- a. Completed and approved Zoning permit.
- b. Payment of A.B.R. fee.
- c. Three sets structural & site plans “hard copy” and one complete set submitted electronically (if available) to be received seven days prior to scheduled ABR meeting.
- d. The Board meets the first and third Tuesdays of each month at 5:30 P.M. at Village Hall, Council Chambers (upstairs) unless otherwise notified.
- e. Residential single family drawings *may* require an architect’s stamp.
- f. Business and commercial drawings (OBC) require an Ohio registered Architect's stamp.
- g. Marked-up prints showing proposed changes are not acceptable.
- h. Electronic submittals to be emailed to building@southrussell.com
 1. Site plan. 1" = 20' minimum scale.
 2. Foundation/basement plan. 1/4" = 1'. Show basement dimensions & 1st. floor framing.
 3. Floor plans. 1/4" = 1'. Show dimensions and framing for floors and roofs.
 4. Each exterior elevation. 1/4" = 1'. Elevations shall represent 360 degree architecture and shall provide organization and alignment of windows and doors. Indicate floor to floor heights. Provide exterior finish schedule on one elevation denoting type and colors of each exterior finish material, including but not limited to, siding, masonry, trim, windows and roofing.
 5. Cross-section. 1/4" = 1'. Show foundation, floor, roof framing and roof slopes.
 6. Typical exterior wall section. 3/4" = 1'. Show foundation, footing drain, floor and roof framing, roof slope, insulation, exterior wall construction, & method of ventilation.
 7. One set of Polaroid’s or 3 x 5 color photographs of the following:
 - a) Adjacent structures at each side, to the rear, & the two across the street.
 - b) Each exterior elevation of buildings to be remodeled.
 8. Submit samples of each exterior finish material.

PROCEDURE:

1. If "APPROVED", drawings will be returned to the Building Department for structural review, fee's and deposits. Permits are issued by the Building Dept.
2. If 'APPROVED AS NOTED", revise and submit three corrected complete sets of drawings to the Building Dept. for processing of ABR stamp. Approved plans are then returned to the Bldg. Dept. for structural review, fee's and deposits. Permits are issued by the Building Department.
3. "REVISE AND RESUBMIT" AND "PRELIMINARY" DRAWINGS are to be revised per the ABR's suggestions. Submit three corrected complete sets of drawings, as well as electronic copy to the Bldg. Dept. no later than the Thursday prior to the meeting for ABR's review at the next scheduled meeting.