



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

EXTERIOR ALTERATIONS

APPLICATION SUBMITTALS

RESIDENTIAL EXTERIOR ALTERATIONS require submittal of the following:

1. Completed Building Permit Application.
2. A \$37.50 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 Plans—elevations, floor plans, a site plan and a photo of the home are required.**
4. A Site Plan.
5. Photographs of residence.
6. Approvals necessary prior to issuance of a permit:
 - a. Zoning Review
 - b. Plan Review
 - c. Architectural Board of Review**
 - d. Planning, Zoning and Building Division Director
7. All contractors/subcontractors must be registered with the Planning, Zoning & Building Division.
8. Inspections required:
 - a. Rough Framing, Electric, etc.
 - b. If applicable, a new Roof requires an Ice Guard Inspection
 - c. Final

****All Exterior Alterations 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 14 business days prior to the meeting.**

11/18/2020

PERMIT # _____

Parcel No. _____

Zoning _____



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BUILDING PERMIT APPLICATION FOR RESIDENTIAL EXTERIOR ALTERATIONS

PLEASE PRINT:

Project Address: _____

Owner's Name: _____ Email: _____

Owner's Address (if different than above): _____

City _____ State _____ Zip Code _____ Phone _____

General Contractor Name: _____ **CR# _____ *

Address: _____ City _____ State _____ Zip Code _____

Phone _____ Cell _____ Email: _____

*Contractor Registration Number **If the homeowner is doing the work, fill out page 3.

PROJECT INFORMATION:

Type of Project: _____

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

Window/Door Replacement: Yes _____ No _____ New Roofing: Yes _____ No _____

New Siding: Yes _____ No _____ Do you have HOA approval? _____ Please include.

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.

PERMIT # _____
Parcel No. _____
Zoning _____



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Address: _____ City _____ State _____ Zip Code _____

Phone _____ Cell _____ Email: _____

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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	_____	CR# _____
EXCAVATOR	_____	CR# _____
MASON	_____	CR# _____
CARPENTER	_____	CR# _____
PLUMBER	_____	CR# _____
ELECTRICIAN	_____	CR# _____
HVAC	_____	CR# _____
CONCRETE	_____	CR# _____
INSULATION	_____	CR# _____
ROOFER	_____	CR# _____
SIDING	_____	CR# _____
DOWNSPOUTS	_____	CR# _____
SEWER	_____	CR# _____
OTHER	_____	CR# _____
OTHER	_____	CR# _____
OTHER	_____	CR# _____

FOR PLANNING, ZONING & BUILDING DIVISION USE ONLY

DATE APPLICATION RECEIVED _____
 RECEIVED BY _____ DEPOSIT AMT. **\$37.50**
 CHECK NO. _____ CASH _____ CREDIT CARD _____
 TEMP PERMIT NO. _____

Res Plan Review	\$	37.50
Res Building Ext/Int	\$	50.00
Res Windows	\$	50.00
Res Electrical	\$	50.00
Res Occupancy	\$	50.00
Res Com-dep	\$	300.00*
State Tax	\$	5.38**
Other	\$	**
Other	\$	**
SUBTOTAL	\$	542.88
Deposit -	\$	37.50
TOTAL	\$	505.38

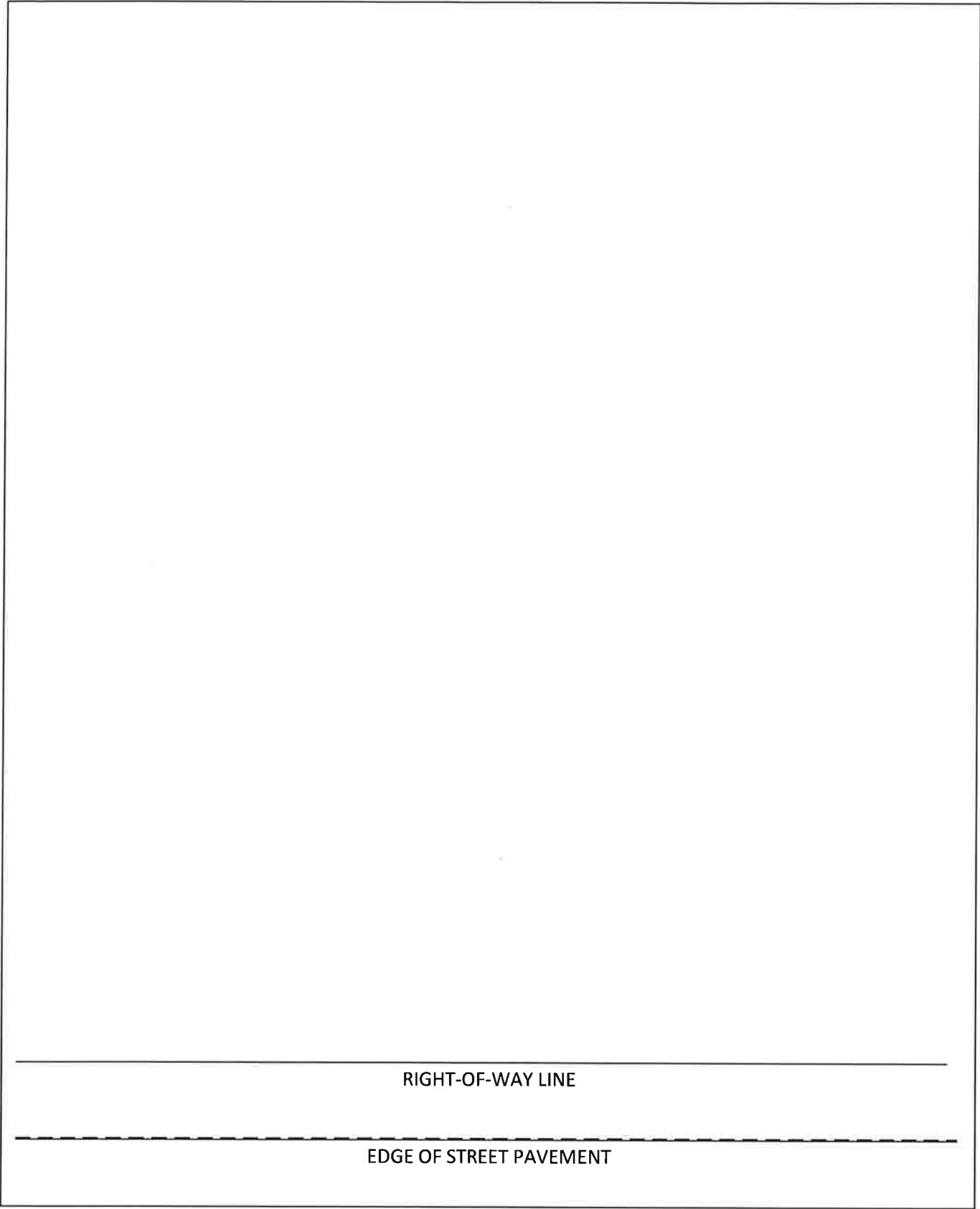
PERMIT PAID BY: _____
 ADDRESS: _____

DATE: _____
 CHECK NO. _____
 CASH _____ CREDIT CARD _____
 PERMIT NO. _____

*Do Not Tax Zoning or Completion Deposit.

**If Doors included, add \$25.00 and adjust taxes, if Concrete included, add \$50.00 and adjust taxes. (1%)

SITE PLAN



RIGHT-OF-WAY LINE

EDGE OF STREET PAVEMENT

CENTER LINE OF STREET

1. SHOW LOCATION OF ALL EXISTING STRUCTURES: HOUSE, GARAGE, DRIVEWAY, ACCESSORY BLDGS., ETC.
2. SHOW LOCATION OF PROPOSED STRUCTURE AND HOW MANY FEET FROM ALL PROPERTY LINES

City of Aurora

PLANNING, ZONING & BUILDING DIVISION
129 W. Pioneer Trail
Aurora, Ohio 44202
330-562-9564 • 330-562-9719 FAX

Date: _____

Property Address: _____

Building Permit Application for _____

I, hereby, acknowledge that I, _____, am the owner of the above stated property. As the property owner, I intend to act as the contractor and/or subcontractor for the following work:

GENERAL	_____	HVAC	_____
EXCAVATING	_____	CONCRETE	_____
SEWER	_____	INSULATION	_____
MASONRY	_____	ROOFING	_____
CARPENTRY	_____	SIDING	_____
PLUMBING	_____	DOWNSPOUTS/GUTTERS	_____
ELECTRICAL	_____	OTHER	_____

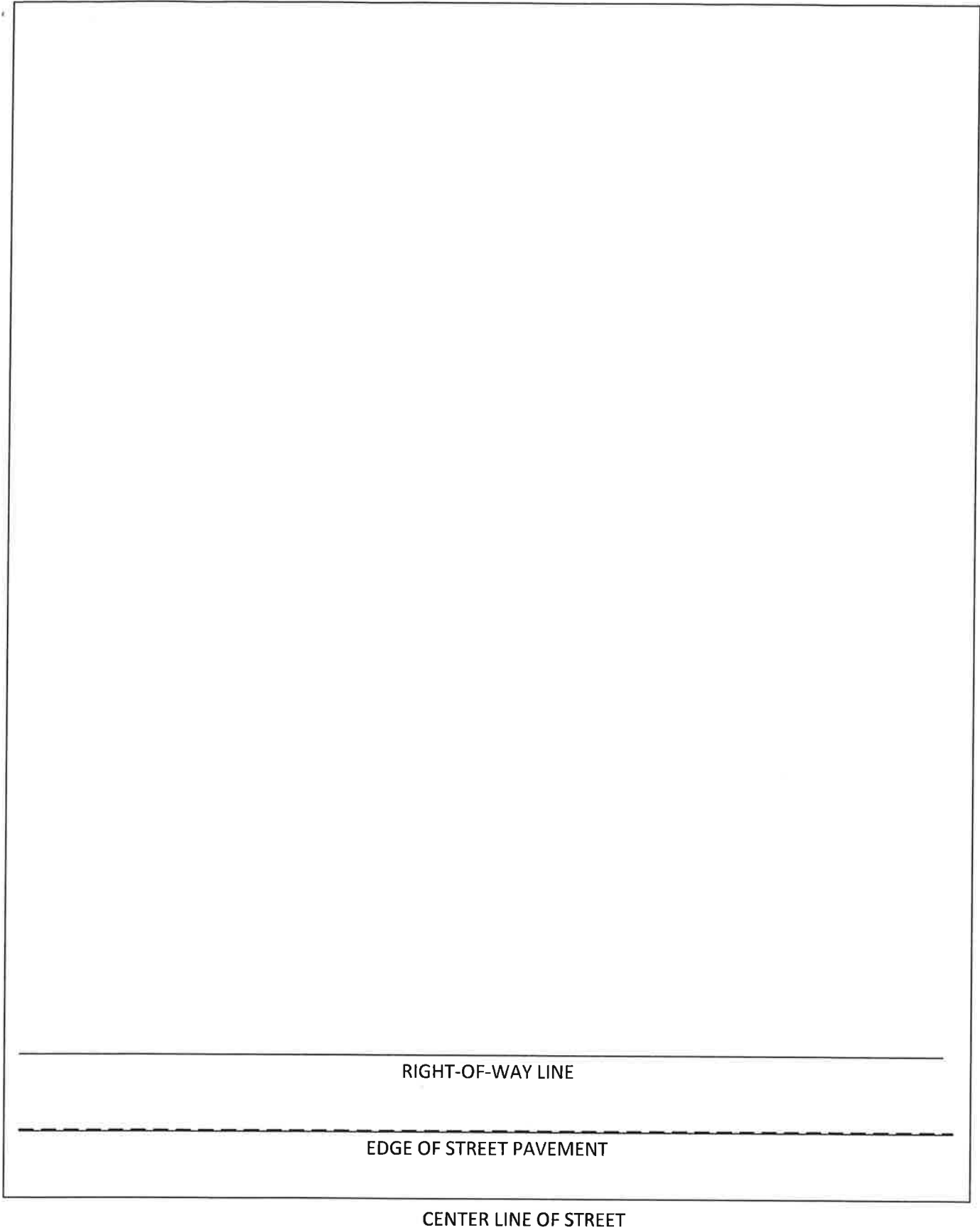
As the acting contractor and/or subcontractor, I agree to comply with all the ordinances of the City of Aurora and the laws of the State of Ohio relating to all work to be done and said agreement is a condition of said permit.

Signature of Owner

Date

Print Name

SITE PLAN



1. SHOW LOCATION OF ALL EXISTING STRUCTURES: HOUSE, GARAGE, DRIVEWAY, ACCESSORY BLDGS., ETC.
2. SHOW LOCATION OF PROPOSED STRUCTURE AND HOW MANY FEET FROM ALL PROPERTY LINES



RESIDENTIAL INFORMATION SHEET

All additions, exterior alterations, and accessory structures should follow the Residential Guidelines set forth by the Architectural Board of Review.

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: _____

NOTE: If the product color name is not clear, please indicate the generic color name. For example, "cypress wreath lodge" should be designated as "brown-red mix."

City of Aurora, Ohio
Architectural Board of Review
Residential Guidelines

The Architectural Board of Review (ABR) is guided by a set of general goals outlined by the City of Aurora that address certain design and development goals as follows:

1. To protect the historic and architectural qualities of Aurora
2. To protect the balance of Aurora's natural resources
3. To ensure development and building consistency as outlined in the Development and Zoning Code of the City of Aurora
4. To promote high standards in the renovation and construction of residential dwellings
5. To promote compatible neighborhoods and quality of life for all residents
6. To ensure the review process is fair and guidelines are implemented in each project

Residential Projects

The purposes of the following guidelines (existing dwelling units and new construction) are to protect an important aspect of the economic base of the City of Aurora by preserving the city's character and to preserve a high-quality environment throughout, preventing the destruction of the natural environment while enhancing property values by controlling design, material types, and architectural elements. This city supports encouraging and maintaining unique character traits in the residential neighborhoods. These principles are policies that provide the foundation for both the standards and the architectural review process.

The Architectural Board of Review shall look upon these principles as a framework for making discretionary decisions. While this document provides specific recommendations for new construction and building modifications, it cannot and is not intended to cover all circumstances.

Rather, the structure and content of these guidelines are meant to give applicants and reviewers the perspective to address the unique conditions of each project, while giving applicants the flexibility to develop their own designs that meet the principles and intent of the guidelines. When the provisions of these guidelines and city development code conflict, the more restrictive regulation shall apply.

ABR Principles of Residential Projects

- Integrity of architectural design
- Sensitivity to city and neighborhood context
- Acknowledgement and respect for local natural features
- Architectural elements, materials and colors should aid in mitigating height, bulk and scale of development

- Materials, style and details should complement the city's Western Reserve architecture design

ABR Requirements of Residential Design

- **Four-Sided Architecture**

Four-sided architecture is required on all residential structures to show consistency and architectural integrity. If the rear side of the house is facing a public right-of-way, the rear design must be different than the front side of the house. Home design should always consider neighborhood continuity that is responsive to the overall character and context of the surrounding residential and commercial areas. Residential development should improve the general well-being of all Aurora residents and create a strong sense of place and feeling of pride in the community. A site plan that shows the specific model for each lot must be submitted.

Architectural Styles

While the ABR does not mandate architectural styles for specific areas within the city, consideration should be given to the historic, mixed-use, and overlay districts. (Refer to attached exhibits for corresponding maps).



Western Reserve Architecture

Western Reserve architecture consists of a unique mixture of many colonial influences, drawing elements from such prevalent architectural styles of the late 18th and early 19th centuries as Georgian, Queen Anne, Greek Revival, and Federal. Plain and spare brick construction was employed for many



important and public structures, punctuated by white or off-white framed windows, and simply decorated with stone accents: columns, courses, capitals, brackets, lintels and such. While shutters are commonly associated with architecture of the Western Reserve they are not always typical. The shutters that do appear are most commonly dark green, black, or white in color.

Historically Significant Structures

When contemplating renovation or new construction, consideration should be given to existing historic structures and site features including walls and gates. Additional approvals may be required by the Landmark Commission for historic structures listed on the National Registry and/or structures included in the Landmark District. Applicants should contact the City of Aurora Planning, Zoning and Building Department with any questions.



Exposed Foundations

All exposed foundations shall be constructed in similar pattern and color of the main structure and be of brick or stone material which gives a permanent dimensional appearance on all sides. When a main structure sits on a sloped lot, all exposed foundation material should be constructed to grade of the property. All exterior materials shall be approved by the ABR. Additionally all exposed foundation materials for additions and accessory buildings shall match the existing residence.



Roofs

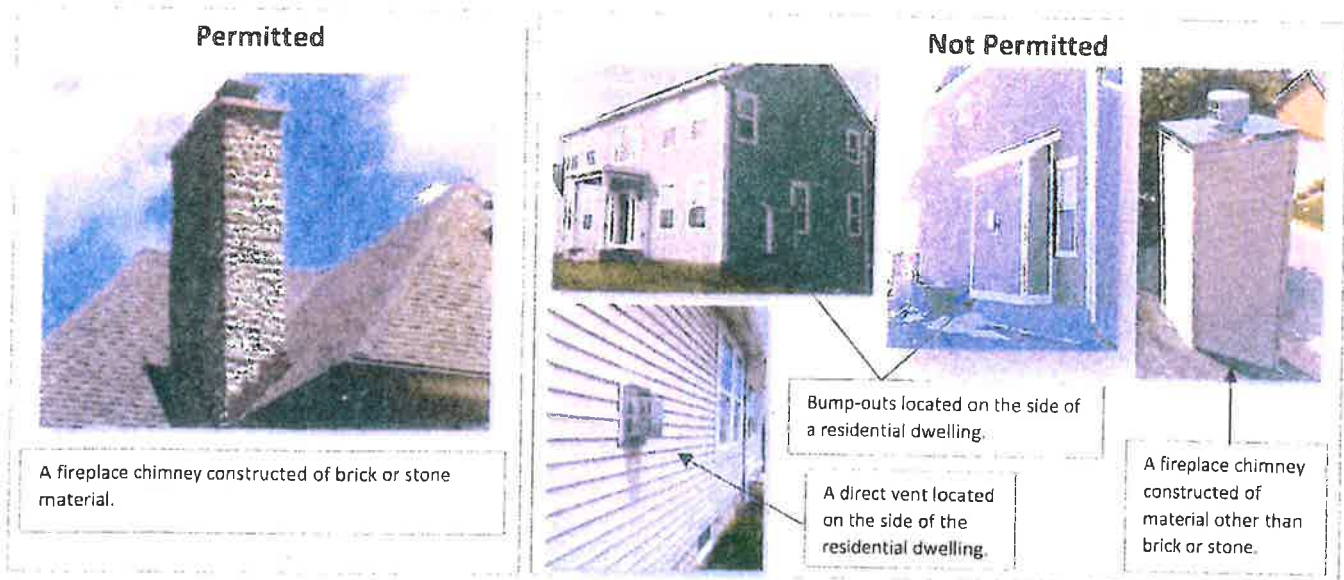
Roof lines shall reflect traditional building types for an individual lot and structure. Roofing materials including slate, copper, clay tile, and wood shakes shall be repaired and maintained whenever possible. If a roof is deteriorated beyond repair, asphalt or fiberglass reinforced asphalt shingles are acceptable alternatives. New roofs shall be compatible in color and texture with the architectural style of the house. Slate, synthetic slate, cedar shakes, and other roofing materials are encouraged for some houses, based on architectural style or historic value. Pitches, overhangs, dormers, and orientation to the street are among the elements of roofs that contribute to the architectural design and integrity of the dwelling. In the case of new homes, a sample of roofing material is required by the ABR.

The roof pitch and orientation also influence the transition between neighboring buildings. Roof design options include varying rooflines through changes in height and form to break up mass. Roofs must be consistent with neighborhood character such as pitch, size, materials, and colors. Multiple roof forms, from projections and recesses in floor plans, can be useful in establishing scale and rhythm and avoiding excess roof mass.

Mechanical Equipment

Chimneys

All fireplace chimneys, including direct vents which project through the roof, shall be constructed of brick or stone materials. If a direct vent is located on the rear of a residential dwelling and does not face a right of way, it can be screened with a bump-out. If a direct vent is located on the rear of a residential dwelling and faces a right-of-way, it must be of brick or stone and a full chimney that must travel up to the roof. Direct vent gas fireplace boxes are not permitted on the front or on a side of a residential dwelling. The Architectural Board of Review reserves the right to consider other locations.

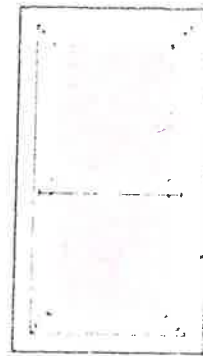


HVAC

HVAC units, generators, and mechanical units are not permitted to be in the front of a residential dwelling. Screening is required for mechanical units located on the side or rear of the residential dwelling. The screening shall be at least three to four feet (3-4') in height and be natural, non-invasive planting.

Windows

Windows are required on all elevations of a residence to provide scale and break up wall mass. A balance should exist between the openness created by windows and their placement, with consideration to privacy of surrounding walls and homes. Windows should have visually prominent trim consistent with the style of the dwelling. If windows on the front elevation have muntins, then the side windows shall have muntins. If windows on the front elevation have shutters, the ABR may require the side windows to also have shutters to match for the purposes of consistency. All windows without shutters shall have a minimum of a four inch (4") wrap.

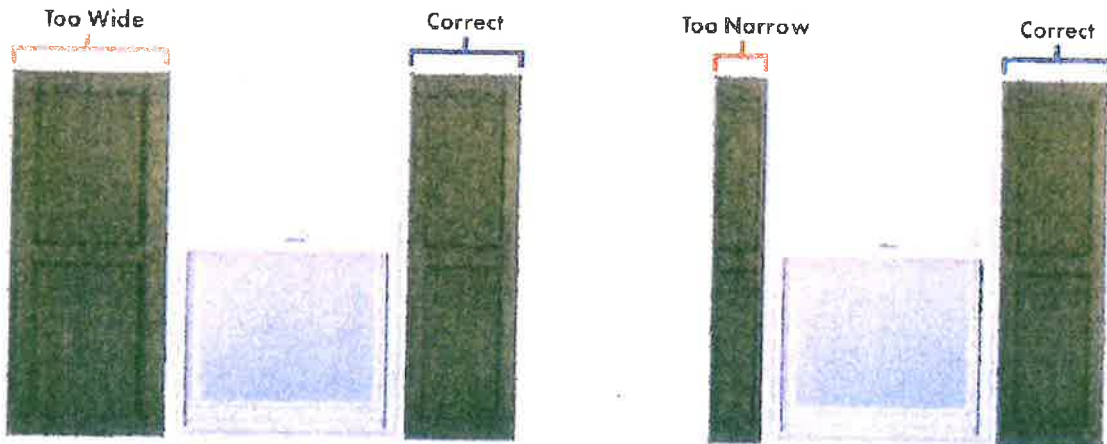


Traditional window types are encouraged.

Windows shall have a minimum 4 inch wide casing trim or shutters as approved by the Architectural Board of Review.

Window

The width of exterior shutters, should take into consideration the width of the window and the distance the windows are spaced apart. Outside shutters are to have the appearance that they can close over the window. Each shutter shall have a width that is close to 50% of the size of the glass and window frame only, excluding the window trim. NO shutter shall be greater than 50% of any window, unless expressly approved by the board. Any window larger than a single window shall not have shutters.



Glass block is not permitted on front elevations or visible from any public right-of-way. The ABR shall have the right to reject glass block windows on other elevations if the windows are considered too large.

On existing dwellings, new window openings or other visible alterations to a façade must be consistent with architectural style. The size of the window must be appropriate to the wall size.



Not Permitted



Permitted

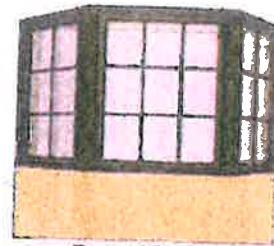
Projecting Windows

All bay window projections located on the first floor of the front or side elevation must have the appearance of bearing on a solid foundation consisting of materials matching the foundation wall of the house or main structure. All projecting windows that project more than two feet (2') must bear on a foundation on front and side elevation. Projecting windows that project less than two feet (2') on the rear or side elevation do not need a foundation on the first floor. Foundation walls, either in appearance or in function, shall consist of materials matching the foundation walls of the house or main structure.



**Bay Window
Plan**

Clay Brick or Stone
to grade below Bay Window



Bay Window



**Bow Window
Plan**

Clay brick or stone
to grade below Bow Window



Bow Window

Overhead Doors and Garage Doors

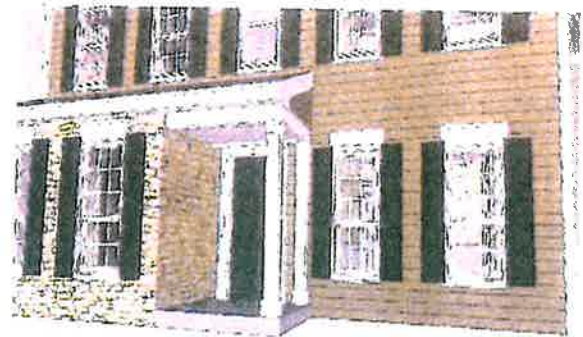
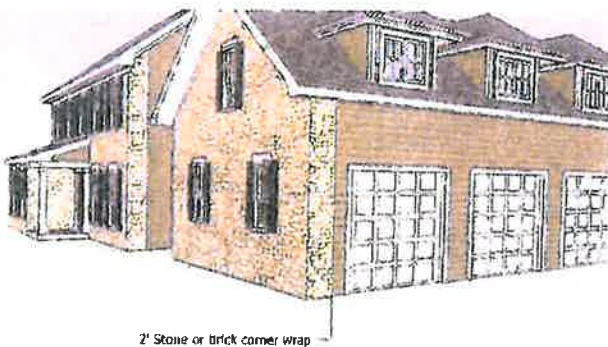
All garages must have doors and colors shall complement the residence. Garages should not front or face the street. The location and orientation of a garage may be determined by zoning and lot size. At its discretion, *the ABR may also approve front elevation garages for hardship reasons. Items of hardship may 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.* Garage doors and façades that face the street may benefit from windows and/or architectural detailing aimed at reducing their visual mass and scale.

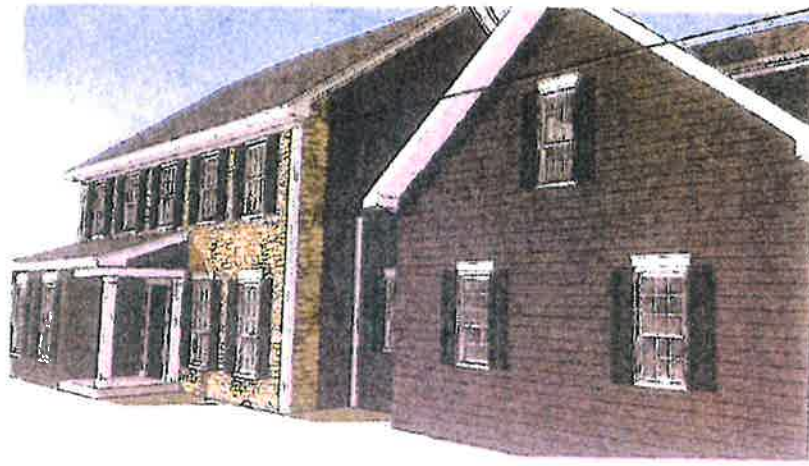
Skylights

Skylights should not be visible from the street or road on which the house/structure fronts. Skylights are to be constructed of the same pitch and color as the roof, and not detract from overall architectural integrity of the structure.

Exterior Wall Materials and Style of Architecture

All exterior wall materials and the style of architecture shall be approved by the ABR. 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 ABR. A change in exterior wall materials from the front elevation to the sides should wrap a minimum of twenty-four inches (24") around the corners and onto the sides to demonstrate the appearance of solid brick or stone. ABR reserves the right to consider wrap variations for individual cases. 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 ABR. *When construction of a new dwelling comes before the ABR in an existing development or neighborhood the current guidelines apply in most cases regardless of what is currently prominent in the area.*





Exterior wall materials that wrap from the front elevation to the sides must extend to the roof.

Additions to Existing Residences

All additions shall match the materials, colors, roof pitch, windows, doors, and architectural style of the existing residence or principal structure. Additions shall also be considerate of existing scale, proportions, and rhythm of the principal structure so as not to disrupt them. 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 ABR approval. *Exceptions: as approved by the ABR.*

Accessory Buildings Over 200 Square Feet

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. Exposed foundation materials for accessory buildings over 200 square feet may be required to match the residence. Accessory buildings over 400 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 ABR at its discretion.

Accessory Building 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 ABR.

Three-Season Rooms

All three-season rooms or sun rooms shall match the materials, colors, windows, 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 wall of the house or main structure. A room such as a screened in porch or deck does not require a solid foundation, but may use lattice or appropriate screening.

Metal Roofs

Generally, metal roofs and metal accents are prohibited on any structure unless consistent with neighborhood and surrounding buildings. Aesthetics is desired in the neighborhood. A metal roof is a roofing system made from metal pieces or tiles such as aluminum, galvalume steel, galvanized steel, and copper. A metal accent is made from metal pieces or tiles such as aluminum, galvalume steel, galvanized steel, and copper.

Recommendations for Repairs and Maintenance

Routine repairs and maintenance do not require the approval of the ABR when the work is completed using matching materials and design. Existing architectural details, including trim, shutters, columns, porches, and other elements shall be retained. If certain elements have deteriorated beyond the point of repair, they shall be replaced in the same spirit as they were originally constructed. Any modification of existing exterior architectural details requires the approval the ABR.

- **Re-pointing:** Mortar used to re-point existing brick or stone shall match the color of the mortar on the existing building; the width and profile of the mortar joints shall also match the existing condition.
- **Roofs:** Areas of deteriorated shingles can be replaced without replacing the entire roof if the new shingles match the material, color, texture, and profile of the existing roof. Asphalt shingles shall not be used to patch a slate, wood shake or shingle, or tile roof.
- **Porches, Railings, Steps, and Decks:** When porches, railings, steps, decks, or other exterior elements are replaced, pressure-treated wood is acceptable for structural members.
- **Shutters:** If a single (or a few) shutter(s) are replaced, the new shutter(s) should complement the existing in materials, composition, size, shape, color, and texture. If all shutters are to be replaced, the new should match the existing structure, style, color, and material.

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