

Checklist for Historic Conservation Board Hearing Application

The Historic Conservation Office will provide this list with the required items

checked off when an Adjudication letter is issued. All items checked must be submitted to the Law Department with submission or the application will not be accepted.

- 8 business days before the hearing date 10 hard copies and a digital copy in one pdf for the final board packet. Hard copies must be formatted and retain the proper scale on sheets no larger than 11x17 or 12x18.
- Non-Refundable Application Fee. Checks made payable to the City of Cincinnati. \$ _____

All Drawings and Plans must include the following

- ✓ A graphic scale required on all drawings
- ✓ North arrows on all site, context and floor plans
- ✓ Elevations labeled with North, South, East West, front, side and rear labels
- ✓ Street names labeled
- ✓ Date and/or revision dates

Architectural Drawings and Plans

- An index of drawings located on the first sheet
- Context Map showing the building within at least a block of context
- Existing site plans
- Proposed site plans
 - All site plans must have*
 - ✓ *Parcel/boundary lines*
 - ✓ *Building footprints and dimensions labeled*
 - ✓ *Setback dimensions from all property lines labeled*
 - ✓ *Existing and proposed principal and accessory buildings, including location, dimensions, and height labeled;*
 - ✓ *All properties and their structures immediately adjacent to the site*
 - ✓ *Location and placement of exterior utilities and vents*
- Existing elevation drawings (At minimum must provide photographs of existing conditions of all elevations)
- Proposed elevation drawings
 - All elevations (existing and proposed) must have*
 - ✓ *Total Height from grade to top of the building*
 - ✓ *Total height- ASL (Above Sea Level)*
 - ✓ *Materials labeled*
 - ✓ *Location and placement of exterior utilities and vents*
- Existing floor plans and roof plans (with chimney locations)
- Proposed floor plans and roof plans (with chimney locations)
 - All floor(existing and proposed) plans must have*
 - ✓ *Residential and Commercial Spaces labeled. Residential Spaces must be numbered.*
 - ✓ *Square feet of commercial spaces listed*
 - ✓ *Location of trash storage and Utilities*
 - ✓ *Location and placement of exterior utilities and vents*

- Site section and/or Site elevations including any adjacent properties
- Driveways, sidewalks, walkways, terraces, and other paved surfaces
- Existing and proposed accessory structures, including walls, fences, porches, lighting, signs, and other site improvements;
- Existing and proposed landscape areas and materials, if proposed to be altered;
- Proposed materials, textures, and colors. Include make, model and series for proposed materials
- Labeled photos of all sides of the building
- Labeled photos of 1 block streetscape context in all directions
- Site line drawings for any roof additions, roof decks, utilities.
- A color rendering, axonometric drawings and/or perspective of the proposed construction (required on infill projects)

Required if applicable to the project

- Historic Sanborn Maps of the site
- Window brochures and cut sheet
- Roof product information (brochure)
- Garage door brochures
- Sample materials or color samples. _____
- Fence drawings of style, fence brochures or photo of a sample fence
- Signs; drawings, photo showing the sign on the building, mounting info, materials, colors and illumination
- Mature tree removal requires a letter from an arborist stating its poor health
- All written correspondence submitted by the applicant and other affected persons
- Tentative project schedule
- Egress Plan/Route to Building Code Compliance (roof decks, multi-family developments)
- _____
- _____
- _____

Demolition (full or partial) for Historic Conservation Districts and Landmarks

- Demolition Case Sheet and all required information listed on the sheet unless otherwise not required by the Urban Conservator in writing and provided with application.
- Statement of plans for the property after demolition.

Hillside Overlay Zone (CZC § 1433)

- A development plan, accompanied by a property survey, showing existing vegetation and proposed development, and where applicable, streets, drives, parking areas, walkways, heights of structure(s), location of structures, elevation and setback of proposed buildings, drainage, existing contours and proposed grading and new landscaping plans, proposed uses and square footage of uses and recreational facilities;
- A preliminary geotechnical evaluation;
- A determination of the maximum building envelope;
- Average slope/grade of the property; and
- Graphic illustrations demonstrating that the proposed improvement or new structure has not exceeded the maximum building envelope

For additional questions about this checklist contact the Urban Conservator at 513-352-4848 or urban.conservator@cincinnati-oh.gov

Note: The aforementioned information is general in nature. Additional information may be required by the Urban Conservator once the application is submitted. Please use this list to plan for the potential documents that could be required for a submission.