



Instructions

Only completed applications will be reviewed by the Department of Planning & Community Development (DPCD). Incomplete applications will be denied. Applicants must submit any required documentation and payment of the application fee by **10:00 A.M.** on the filing date for DPCD staff review. If you have any questions or comments regarding this application, please contact the DPCD at planning@cityofbarberton.com or 330-848-6729.

<p>Application Fee: \$150.00</p>

Required Documentation

- Photo Copy of Valid Government Identification
- Application Fee (Checks made out to “City of Barberton”)
- Proof of Ownership/Written Authorization from Property Owner (if applicable)
- Architectural Site Plan & Photographs of the Property (see below)
- Copy of Approved Certificate of Zoning Compliance (see below)

Applicant Information

Legal Name:	
Address:	
City/State/Zip Code:	
Phone Number:	
Email Address:	

Property Owner Information*

Legal Name:	
Address:	
City/State/Zip Code:	
Phone Number:	
Email Address:	

Property Information

Address:	
City/State/Zip Code:	
Parcel Number:	

Building Description:			
Date Constructed:		Number of stories:	
Number of commercial units:		Number of dwelling units:	
Current Tenants:			

If the Applicant is not the Property Owner, then written authorization from the Property Owner approving the proposed use outlined in this application is required for complete submission.



Existing Use

Describe the existing building description, including square footage (retail, storage, dwelling units):

First (Main) Floor	
Second Floor	
Third Floor	
Basement	

Existing Façade (Materials & Colors)	
Existing Side/Alley Description	
Existing Signage (Materials, Fonts, & Colors)	

Most Recent Improvement Date (Exterior):		Most Recent Improvement Date (Interior):	
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Proposed Use

Describe the exact nature and scope of the proposed improvements. The Applicant must include all colors used on the project, font style and size, and types of material. All applications must consist of architectural drawings of the proposed improvements. When possible, please provide samples of materials, color samples, and or signage renderings, unless waived by the DPCD.



Proof of Ownership

The Applicant must submit a copy of the deed, option to buy agreement, lease, lease purchase agreement, or a letter from the property owner authorizing the Applicant to apply for the permit.

Architectural Site Plan

An Architectural Site Plan that must include the following:

- Colored architectural drawings of proposed changes to building and/or signs
- Amount of all current and proposed signage (if applicable)
- Samples of materials to be used, including color samples

Photographs of the Property

The Applicant must submit photographs showing the property from the north, south, west, and east direction.

Approved Certificate of Zoning Compliance

The Applicant must provide a copy of the approved or conditionally approved Certificate of Zoning Compliance letter.

Façade Improvement Loan Program

The DPCD administers a Façade Improvement Loan Program for eligible properties. For more information, please contact Justin Halter, Community Development Administrator, at jhalter@cityofbarberton.com or 330-848-6729.

Certification

I hereby certify that all statements made in this application are true and complete and that I have a legal right or possess a written power of attorney on the above premise.

Applicant Signature

Date

Applicant Name

FOR OFFICE USE ONLY:

Date Submitted:

Application Status:

Required Documentation:

Notes: