

Village of Riverlea Planning Commission Guidelines

Bryce Jacob Janet Brown Robert Davis Taylor Surface Paul Unrue Josh Mehling	Planning Commissioner Clerk	258 Frontenac Place 230 West Riverglen Drive	614-846-8185 614-949-2093
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- The Commission meets on the second Monday of each month when there are proposals to consider.
- Building permits and inspections are handled by the Franklin County Building Department (614-462-3166), and can be obtained after a Certificate of Appropriateness has been granted and a street bond posted.
- Applications for a Certificate of Appropriateness may be obtained from the Clerk-Treasurer.
- Determination of the need for a variance is the responsibility of the applicant in consultation with the Planning Commissioner and/or the Planning Commission.

Certificate of Appropriateness

Reviewed:	Height, massing, exterior window treatment, exterior detail and relationships, roof shapes, materials: texture and color, compatibility of design and details, landscape design and plant materials, and pedestrian environment.
Fee:	\$1 per \$1,000 of estimated project cost; \$10 min., \$200 max.; fences \$5.00
Posting/Mailing: Clerk-Treasurer	10 days before meeting/adjacent property owners. Must receive completed application per the schedule posted.

Variance

Reason for need:	Substantial hardship or injustice due to unusual circumstances. Structure less than 10 feet from property line. Fence over 48 inches in height. Encroachment on setback.
Criteria for approval:	Special circumstances, applicant deprived of rights, condition not caused by applicant, no special privilege given and will not affect health, safety or welfare of neighbors.
Fee:	\$200
Posting/Mailing: Clerk-Treasurer	10 days before meeting/all residents within 100 feet. Must receive completed application per the schedule posted.

Street Bond \$2,000 posted with the Village Clerk-Treasurer.

All decisions of the Planning Commission may be appealed to the Village Council.

Make all checks payable to the “Village of Riverlea.”

All of the above is general information and is not intended to be complete. For complete information please consult Chapter XV of the Riverlea Code of Ordinances.

revised (01/19/17)