

ARCHITECTURAL BOARD OF REVIEW

APPLICATION

PLEASE SUBMIT THE FOLLOWING:

1. completed ABR application form
2. three sets of drawings (include site plan, floor plans, elevations, wall sections, details, and perspectives)
3. one set of photos of existing conditions and neighboring buildings
4. Adobe PDF version of the above-listed information, sent to Richard Wong at rwong@clvhts.com.

BUILDING PERMITS: Construction may begin only after a building permit has been issued by the Building Department. After a project is approved by the ABR, plans will be reviewed for compliance with local and state building codes and the City's Zoning Code.

ONE-, TWO-, AND THREE-FAMILY DWELLINGS: After receiving ABR approval, please submit an application and drawings to the Building Department for plans examination. Your plans will be reviewed for compliance with the Cleveland Heights Building Code and Residential Building Code of Ohio and if no revisions are needed, a building permit can usually be picked up a week after ABR approval.

ALL OTHER BUILDINGS: After receiving ABR approval, please submit an application and drawings to the Building Department for plans examination. Changes in the project's drawings required by the ABR must be incorporated before plans examination. Applicants will be notified by phone or mail on plans approval or disapproval. Construction may not begin until a building permit has been issued. After a project is approved by the ABR, plans will be reviewed by staff for compliance with local codes, the Ohio Building Code and the City's Zoning Code.

ZONING: It is your responsibility to comply with the Zoning Code, including the proposed use and spatial requirements such as setbacks, height, and sign area. The Zoning Code is on the City's website at www.clevelandheights.com. For zoning questions, please call the Department of Planning and Development at 216.291.4878. Zoning issues should be resolved before applying to the ABR since unresolved issues will complicate your ABR review. An ABR approval is not the same as a zoning approval.

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APPLICATION

Please type or print clearly.

Project Address _____

Owner _____ Phone _____

Owner's Mailing Address _____

Owner's Email Address _____

Project: new building addition alteration sign fence

Please describe the project: _____

Plans submitted for (check one): Preliminary Review Approval

Architect/Designer _____ Phone _____

Architect/Designer's Email Address _____

Architect/Designer's Mailing Address _____

Contractor _____ Phone _____

Contractor's Address _____

Contractor's Email Address _____

Who will represent the project before the ABR? _____

(A representative must be present for the review.)

Applicant's Signature _____

ABR RECEIPT # _____

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2017 APPLICATION DEADLINES AND MEETING DATES

	Deadline	Meeting date	
JANUARY	12/20	1/4*	
	1/4	1/19*	
FEBRUARY	1/19	2/7	
	2/7	2/22*	*holiday moved date
MARCH	2/22	3/7	
	3/7	3/21	
APRIL	3/21	4/4	
	4/4	4/20	
MAY	4/20	5/2	
	5/2	5/16	
JUNE	5/16	6/6	
	6/6	6/20	
JULY	6/20	7/6*	*holiday moved date
	7/6	7/18	
AUGUST	7/18	8/2*	** Room Change
	8/2	8/15**	
SEPTEMBER	8/15	9/7*	*holiday moved date
	9/7	9/19	
OCTOBER	9/19	10/3*	*holiday moved date
	10/3	10/17	*holiday moved date
NOVEMBER	10/17	11/7	
	11/7	11/21	
DECEMBER	11/21	12/5	
	12/5	12/21*	* holiday moved date
(JANUARY '18)	12/21	(1/3)	

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FEES

Fees for design review by the Architectural Board of Review are established in Section 1311.05 of the Cleveland Heights Building Code and are as follows:

ONE-, TWO-, AND THREE-FAMILY DWELLINGS

New Construction	\$50.00
Additions, Alterations, Decks and Fences	\$35.00

ALL OTHER BUILDINGS OR STRUCTURES

Based on Square Feet of Aggregate Floor Area

Under 2500	\$50.00
2500 to 7500	\$60.00
7501 to 15,000	\$80.00
15,001 or more	\$120.00
Alterations	\$50.00
Signs	\$50.00
Special Meeting.....	\$200.00

Fees for the Architectural Board of Review are for two appearances. There shall be a twenty-five dollar (\$25.00) fee for the third and each subsequent appearance.