

# ARCHITECTURAL BOARD OF REVIEW

## APPLICATION

PLEASE PROVIDE THE APPLICATION FEE (SEE PAGE 4) AND THREE STAPLED PAPER SETS (MAXIMUM 11" X 17") OF:

1. ABR application form
2. drawings drawn to scale using standard labeling, dimensioning and drafting conventions (site plan, floor plan, elevations, wall sections, details, and perspectives for new buildings)
3. clear, sharp color photos of existing conditions (show complete views of all sides of a house, plus important details) and neighboring buildings
4. NOTE: FOR WINDOW REPLACEMENT: Provide "before and after" photo simulations or drafted elevations of each side of the building clearly showing the effect of the windows on the building's design.

**NOTE:** In addition, please email an Adobe PDF version of the above-listed information to Richard Wong at [rwong@clvhts.com](mailto:rwong@clvhts.com).

### ZONING:

Planning staff will review ABR cases for zoning compliance. Land use, setbacks, height, and signs are regulated by zoning. Please make sure you address zoning issues we find. Please call Kara, Karen or Richard at the Planning Department at 216-291-4878 with zoning questions. The Zoning Code is at [www.clevelandheights.com](http://www.clevelandheights.com). ABR and zoning approval are required for a Building Permit.

### BUILDING PERMITS:

Certified Building Official Rick Loconti ([rloconti@clvhts.com](mailto:rloconti@clvhts.com) or 216-291-4941) heads the Building Department and is responsible for issuing permits. Changes in the project's drawings required by the ABR must be incorporated before submitting plans for permit. As a separate process from ABR, please submit an application and drawings to the Building Department for Cleveland Heights Building Code and Ohio Building Code reviews. Applicants will be notified by phone or mail about plan approval or plan deficiencies. Construction may not begin until a building permit has been issued.

# ARCHITECTURAL BOARD OF REVIEW

## APPLICATION

*Please type or print clearly. Every blank must be filled to apply.*

Project Address \_\_\_\_\_

Owner \_\_\_\_\_ Phone \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_

Owner's Email Address \_\_\_\_\_

Project:  new building  addition  alteration  sign  fence

Project description: \_\_\_\_\_

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 #** \_\_\_\_\_

# ARCHITECTURAL BOARD OF REVIEW

## 2020 APPLICATION DEADLINES AND MEETING DATES

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

**MEETINGS START  
AT 7:00 PM IN  
CITY COUNCIL  
CHAMBERS, 2<sup>nd</sup>  
FLOOR OF CITY  
HALL**

\* holiday moved date

# ARCHITECTURAL BOARD OF REVIEW

## 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

Completely New Building .....	\$50.00
Addition, Alteration, Deck or Fence .....	\$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. A \$25.00 additional fee is required for every appearance after the second.

# CONSENT TO ACCESS PROPERTY

I, the undersigned responsible party (owner, occupant, tenant, or agent for the property owner) of the property described herein, do hereby consent to entry upon said property, at a reasonable time and to the extent necessary, by the City of Cleveland Heights and its officers, employees, and/or agents for the purpose of inspecting said property for compliance with the City's Zoning, Housing, and/or Building Codes. I further certify that I have authority to grant access to said property.

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Name of Responsible Party (please print)

I am the:     owner     occupant     tenant     agent for property owner

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

**PLEASE NOTE THAT FAILURE TO CONSENT TO A  
SITE INSPECTION OF YOUR PROPERTY MAY  
CAUSE DELAY IN YOUR APPLICATION AND/OR  
MAY CAUSE YOUR APPLICATION TO BE  
CONSIDERED INCOMPLETE.**