

ARCHITECTURAL BOARD OF REVIEW

APPLICATION

PLEASE PROVIDE 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.

In addition, please email an Adobe PDF slide show version of the above-listed information to Richard Wong at rwong@clvhts.com. The slide show is required for showing the presentation during the meeting.

To determine if your application is complete before mailing three sets, email it to rwong@clvhts.com and I'll let you know.

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 Karen or Richard at the Planning Department at 216-291-4878 with zoning questions. The Zoning Code is at www.clevelandheights.com. ABR and zoning approval are required for a Building Permit.

BUILDING PERMITS:

Certified Building Official Rick Loconti (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.

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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 # _____

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2020 APPLICATION DEADLINES AND MEETING DATES

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

THE MEETING STARTS AT 7 PM AND IS HELD REMOTELY. INSTRUCTIONS TO JOIN ARE EMAILED ABOUT A WEEK BEFORE THE MEETING.

* holiday moved date

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FEES AND APPLICATION ADDRESS

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.

APPLYING: The fee should be a check to The City of Cleveland Heights. This check with the three stapled sets of application, photos, and drawings should be mailed (not dropped off) to:

Planning Department
40 Severance Circle
Cleveland Heights, OH 44118.

Please note that this procedure is separate from your Building Permit application and should not be combined.

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.**