

ARCHITECTURAL BOARD OF REVIEW

Application Instructions

1. Email **one** Adobe PDF containing all of the below-listed information (in order and in color) to the Planning Department's BreAnna Kirk at bkirk@clvhts.com. This required file will be shown while you virtually present your project from a computer or smart device during the remotely held meeting. **Please complete this step before submitting hardcopies.** Note: A file of 20 MB is about the largest that will be successfully emailed. If you don't receive a response acknowledging receipt within two business days, please follow up as the file may not have gone through.
 - a) Section 1: Completely filled-out ABR application form.
 - b) Section 2: Completely filled-out Consent to Access Property form.
 - c) Section 3: Clear, in-color photographs of all sides of the main building showing the façade, top-to-bottom, plus blow-ups, plus photographs of neighboring buildings, and site photos. The top should always be up.
 - d) Section 4: Drawings drawn-to-scale using standard labeling, dimensioning, and drafting conventions including site plan, floor plan, elevations, wall sections, details, and perspectives for new buildings. Obtain a waiver of specific drawings from staff. The top should always be up.
 - e) Section 5: If applicable, please include images of the new materials. (Example: if you are replacing siding, provide an image of the new siding style and color)
2. You will receive a reply that your project will be on the next meeting's agenda OR that more information is needed. If my reply says you are on the next agenda, please provide three stapled paper sets (maximum 11" X 17") mailed or put into the Drop Box at the front driveway of City Hall while City Hall remains closed to the public. The hardcopy submission should include three copies of items A-E listed above in order, plus a check to the City of Cleveland Heights (see page 6). Your hardcopies and check can be addressed to the attention of "Planning Department-ABR Application."
3. Closer to the meeting date, you will receive an email with the agenda and instructions to the join the virtual meeting. Please make sure to join on time, especially if you are one of the first cases on the agenda. When your case is called, you will describe the proposed project while your PDF submission is shown.

See the next page for post-meeting instructions.

Post-Meeting Instructions

The day after the meeting, I will pick up the stamped and signed plans from the ABR members. If your project was:

- Approved as submitted, I will deliver two copies of your stamped and signed plans to the Building Department. You can proceed with submitting a building permit application and check. You do not have to re-submit hardcopies.
- Approved conditionally, make the suggested changes and email bkirk@clvhts.com with the revised plans. I will either approve them and you can proceed with your building permit application, or I will require additional revisions.
- Not approved and the board wants to see your revisions, re-submit an updated PDF and hardcopies to present at the next meeting.

A note about 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 contact Karen or BreAnna 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.

A note about 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 a permit. The building permit is a separate process from ABR and building permit applications need to be mailed or put in the Drop Box in an envelope addressed to the Building Department since City Hall is closed during the pandemic. 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 staple this as the first page of each of three copies of your 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

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 # _____

CONSENT TO ACCESS PROPERTY

Please staple this as the second page of each of three copies of your application (or better yet, save paper and copy it onto the back of the first page).

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.

ARCHITECTURAL BOARD OF REVIEW

2021 APPLICATION CALENDAR (Don't submit this page with your application.)

| | 5:00 PM Deadline | Meeting date |
|----------------------|---------------------|--------------|
| JANUARY | 12/15 | 1/5 |
| | 1/5 | 1/19 |
| FEBRUARY | 1/19 | 2/2 |
| | 2/2 | 2/16 |
| MARCH | 2/16 | 3/2 |
| | 3/2 | 3/16 |
| APRIL | 3/16 | 4/6 |
| | 4/6 | 4/20 |
| MAY | 4/20 | 5/4 |
| | 5/4 | 5/18 |
| JUNE | 5/18 | 6/1 |
| | 6/1 | 6/15 |
| JULY | 6/15 | 7/6 |
| | 7/6 | 7/20 |
| AUGUST | 7/20 | 8/3 |
| | 8/3 | 8/17 |
| SEPTEMBER | 8/17 | 9/9* |
| | 9/9 | 9/21 |
| OCTOBER | 9/21 | 10/5 |
| | 10/5 | 10/19 |
| NOVEMBER | 10/19 | 11/2 |
| | 11/2 | 11/16 |
| DECEMBER | 11/16 | 12/7 |
| | 12/7 | 12/21 |
| (JANUARY '21) | 12/21 | (1/4) |

**THE MEETING
STARTS AT 7 PM
AND IS HELD
REMOTELY.**

**A LINK TO JOIN
IS IN THE
AGENDA THAT IS
ON THE CITY'S
WEBSITE**

**THE LINK WILL
ALSO BE EMAILED
TO APPLICANTS
THE WEEK
BEFORE THE
MEETING**

* holiday moved date

ARCHITECTURAL BOARD OF REVIEW

FEES AND APPLICATION ADDRESS (Don't submit this page with your application.)

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: City Hall is closed during the pandemic. 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 or put in the Drop Box on the front driveway of City Hall addressed to:

Planning Department- ABR application
40 Severance Circle
Cleveland Heights, OH 44118.

Your Building Permit application and payment should be sent to the Building Department by mail or using the Drop Box. Face-to-face service is not possible at this time.