



CLEVELAND HEIGHTS

Architectural Board of Review General Information

ABR meets the first and third Tuesday of every month at 7 p.m. in Council Chambers at City Hall unless otherwise noted on the City Calendar. Special meetings may be arranged for an additional fee based on ABR's availability. Three (3) sets of paper documents with a pdf version shall be submitted for ABR review, along an application and fee. Do not submit originals. All submissions must be reviewed by the Secretary to the ABR before being placed on the agenda. Owner and/or the owner's authorized representative shall be present during ABR's review in order for the review to go forward. It is strongly recommended that the property owner accompany the design professional, as any changes to the application or drawings made during the ABR hearing and approved by ABR are binding unless an alternate proposal is resubmitted for subsequent ABR review. Submissions for large or complex projects, unusual design or site conditions, and any projects related to historically significant houses, buildings, or structures, whether or not they are officially designated as City landmarks, will be reviewed as preliminary submissions unless otherwise determined by ABR.

Building Permits

ABR and zoning approval from the Department of Planning & Development are required before obtaining any building permit. The Building Department is responsible for issuing all building permits, except for fences. Any required changes to the project plans by ABR must be resubmitted to the Department of Planning & Development for approval before applying for a building permit. Obtaining a building permit is a SEPARATE process and department. Permit costs, applications and payments should be directed to the Building Department. **DO NOT COMBINE YOUR SUBMISSION AND PAYMENT** with any other commission, board, permit or city department business. Submissions of the incorrect amount and type will be rejected.

Questions about ABR? Email Planning & Development at ABR@ClevelandHeights.gov

2022 Meeting Calendar & Fee's

MONTH	DEADLINE	MEETING DATE	FEE TABLE
JANUARY	12/4	1/4	One, Two & Three Family Structures:
	12/18	1/18	New Construction \$50.00
FEBRUARY	1/1	2/1	Addition, Alteration, Deck or Fence \$35.00
	1/15	2/15	
MARCH	2/1	3/1	All Other Structures:
	2/15	3/15	<i>Based on square feet of aggregate floor</i>
APRIL	3/5	4/5	Under 2500 \$50.00
	3/26	4/26	2500 – 7500 \$60.00
MAY	4/3	5/3	7501 – 15,000 \$80.00
	4/17	5/17	15,001 + \$120.00
JUNE	5/7	6/7	Alteration \$50.00
	5/21	6/21	Sign \$50.00
JULY	6/6	7/6	Special Meeting \$200.00
	6/19	7/19	
AUGUST	7/2	8/2	
	7/16	8/16	
SEPTEMBER	8/7	9/7	
	8/20	9/20	
OCTOBER	9/6	10/6	
	9/20	10/20	
NOVEMBER	10/1	11/1	
	10/15	11/15	
DECEMBER	11/6	12/6	
	11/20	12/20	
JANUARY (2023)	12/3	1/3	

Meetings start at 7pm and are held in City Council chambers unless otherwise noted. Application deadlines are one (1) month before the meeting date. Fees for design review by the Architectural Board of Review are established in Section 1311.05 of the Cleveland Heights Building Code. Fees are for two (2) appearances, a \$25.00 additional fee is required for every appearance after the second.

Documents and Site Drawings for All Submissions

All plans and drawings must be drawn to scale and be sufficiently clear, comprehensive, detailed and legible so that ABR can review all relevant aspects of the construction.

Required Submittal Items:

- Site plan
- Floor plan
- Elevation drawings
- Cross sections, wall sections, and detail sections
- Photographs of building or structure at issue
- Photographs of neighboring properties
- 3-D representations, renderings or models.

Site Plans:

- Scale (min. 1 inch = 20 feet)
- Dimensions of lot, structures, and accessory uses
- Location of North
- Location of the lot relative to the street(s)
- Setbacks from all property lines
- Location of right-of-way's and easements
- Distance between all buildings, structures, and accessory uses
- Locations, dimensions, and surfacing of all drives and parking areas
- Numbers and locations of parking spaces
- Exterior lighting, including cuts and colors of exposed fixtures
- Location of external mechanical equipment
- Landscaping that relates to shading
- Yard coverage
- Topography
- Drainage details
- Utilities
- Materials
- Color schemes

Floor Plans:

- Scale (min. ¼ inch = 1 foot)
- Dimensions of rooms, doors, windows, and walls
- Indication of new and existing construction
- Full and partial basements
- Stairs
- Ramps
- Shafts
- Plumbing fixtures
- Location and Size of Beams
- Wall materials
- Room types
- Where construction affects existing adjacent room, adjacent room should be drawn in entirety to determine adequate light, ventilation, ingress and egress

Elevation Drawings:

- Scale (min. ¼ inch = 1 foot)
- Floor to floor dimensions
- Positions and type of doors
- Windows
- Railings
- Exterior details
- Roof forms
- Overhangs
- Chimneys
- Exterior equipment exposed to view
- Type and color of exterior finish materials (including trim)

Cross Sections:

- Foundation and related detail
- Size and spacing of framing members
- Roof slope or pitch
- Side and roof covering materials
- Other construction details
- Some details such as framing where it meets an existing roof, unique framing or flashing, ornamental feature require separate detail drawings.

ABR Submission by Project Type

The project types below represent common projects that come before the Architectural Board of Review. The list is not comprehensive. If your project type is not listed, please refer to the general submission requirements listed at the end of the document. The items listed below are required in addition to the ABR application pages.

Addition (residential)

- Photos of all sides of the project home
- Photos of neighboring homes (labeled as neighboring homes)
- Site plan with building dimensions and distances to nearby property lines. The site plan should clearly differentiate the existing footprint and the proposed addition.
- Elevations with details including, but not limited to, height, roof pitch, siding color/style, roofing color/style, and window details. The elevation should clearly differentiate the existing structure and the proposed addition
- Floor plans
- Wall section

Cellular antennas

- Photos showing the site line from the street and existing conditions
- Photo simulations showing the proposed antennas in the same view as existing conditions photos
- Close-up photos of area
- Overall site plan
- Roof plan (if applicable)
- Elevations
- Existing vs proposed equipment layout, including the dimensions and how far each will project from the structure
- Paint color
- Mounting details
- If/how the old antennas will be removed

Deck (residential)

- Photos of all sides of the project home
- Photos of neighboring homes (labeled as neighboring homes)
- Site plan with setbacks and deck dimensions, including how far the deck extends from the principal structure
- Elevations with details including, but not limited to height, material type, and stain/finish type
- Railing detail (if applicable)
- Skirting detail (if applicable)
- Step detail

Fence

- Site photos
- Site plan including setbacks from property boundaries and structures, length of fence segments, and landscaping
- Sample image of fence showing style and color

Garage (residential)

- Photos of all sides of the project home
- Photos of current garage (if existing) or garage site
- Photos of neighboring homes (labeled as neighboring homes)
- Site plan with building dimensions and distances to nearby property lines
- Elevations with details including, but not limited to height, roof pitch, siding color/style, and roofing color/style
- Floor plan
- Wall section

Siding (residential)

- Photos of all sides of the project home
- Photos of neighboring homes (labeled as neighboring homes)
- Photo showing the size of current siding boards with tape measure
- Color and style sample of new material

Signage

- Site plan with building and/or storefront dimensions and sign location(s). For commercial signs, be sure to show the length of the storefront
- Photos of building and existing sign (if applicable) and surrounding signs (if applicable)
- Graphic representation of sign showing precise letter style, spacing, dimensions, and area
- Details on: mounting, illumination, and materials
- Rendering showing the sign in its proposed location. If applicable, it should also be shown in context of surrounding signs

For projecting/blade signs only:

- Height from the ground to the lowest point of the sign
- Distance the sign projects from the wall

Solar panels

- Photos of all sides of the project home or building
- Photos of neighboring homes or buildings (labeled as such)
- Roof plan showing solar panels and any exposed conduit and meters
- Elevations or photo simulations showing what the solar panels will look like from the ground
- Solar panel details

Swimming Pool

- Photos of all sides of the project home, yard, and pool site
- Photos of neighboring homes (labeled as neighboring homes)
- Site plan with distances to nearby property lines and pool dimensions, pool surround dimensions, pool equipment, and fence/gate details (fences are required to be a minimum of 6-feet tall have self-closing, self-latching gates)
- Elevations (if above ground)
- Deck/patio surround details

Windows

- Photos of all sides of the project home
- Photos of neighboring homes (labeled as neighboring homes)
- Image, cut sheet, or specification sheet showing proposed window details, including, but not limited to size, style, and color
- If there are multiple replacement types, windows should be numbered. The number should appear on the photo next to a specific window, and again on the replacement detail so it is clear where each window will be installed
- If removing or resizing windows, plan for infill is required