



PLEASE READ CAREFULLY BECAUSE THE APPLICATION PROCESS HAS CHANGED. FAILURE TO FOLLOW INSTRUCTIONS WILL RESULT IN A REJECTION OF YOUR APPLICATION. OMIT THIS FIRST PAGE FROM APPLICATION.

To apply for Architectural Board of Review (ABR), please submit three (3) hard copies of the items outlined below, along with a check or money order, to the City of Cleveland Heights Department of Planning & Development. Please ensure the plans contain items 1-6 listed below, are organized and in color where applicable. Please ensure the payment is made out to the 'City of Cleveland Heights' for the exact amount. **DO NOT COMBINE YOUR ABR SUBMISSION AND PAYMENT** with any other commission, board, permit or city department business. Submissions of the incorrect amount and type will be rejected. Hard copy submissions and payments can be mailed to the Department of Planning & Development at 40 Severance Circle, Cleveland Heights, OH 44118, or placed in the drop box located in front of City Hall. Once all items have been accepted by the Department of Planning & Development, an email notification will be sent containing more information, such as meeting details, how to submit your presentation, and post-meeting instructions. Once the application is accepted and the presentation is submitted, applicants will be placed on the appropriate agenda. Applicants will be notified via email if there are any plan deficiencies that led to rejection. Construction may not begin until ABR approval is received and building permits have been issued.

Submission Requirements:

1. Completed ABR application
2. Consent to Access Property
3. High quality color photographs depicting all sides of the structure, properly labeled
4. High quality color photographs of neighboring structures, properly labeled
5. Size 11x17 drawings, oriented north and to scale, depicting site plans, floor plans, elevations, dimensions, wall sections, perspectives and construction details, properly labeled and legible
6. Photographs or examples of new materials, styles and colors used (if applicable)

Preliminary Submissions

Submissions for large or complex projects, unusual design or site conditions, and any projects related to Landmark of historically significant houses, buildings, or structures, 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 the Department of Planning & Development at ABR@ClevelandHeights.gov

Complete this form in full and attach as a cover page to all hard copy submissions

Address:

PPN:

Owner:

Phone:

Email:

Architect/Designer:

Address:

Phone:

Email:

Contractor:

Address:

Phone:

Email:

Applicant Name:

Applicant Phone:

Applicant Email:

Project Type: New Construction Addition Alteration Sign Fence

Project Description:

DATE RECEIVED: _____

ABR RECEIPT: _____

CONSENT TO ACCESS PROPERTY

Please complete this form in full and attach as the second page to all hard copy submissions

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:

Name (printed)

Phone:

Property Owner Property Manager Agent

Signature: _____

Date:

**FAILURE TO CONSENT TO A SITE
INSPECTION OF THE PROPERTY MAY
RESULT IN THE REJECTION OF YOUR
APPLICATION**

2022 Meeting Calendar & Fee Table

| MONTH | APPLICATION DEADLINE | MEETING DATE |
|----------------|----------------------|--------------|
| JANUARY | 12/4 | 1/4 |
| | 12/18 | 1/18 |
| FEBURARY | 1/1 | 2/1 |
| | 1/15 | 2/15 |
| MARCH | 2/1 | 3/1 |
| | 2/15 | 3/15 |
| APRIL | 3/5 | 4/5 |
| | 3/26 | 4/26 |
| MAY | 4/3 | 5/3 |
| | 4/17 | 5/17 |
| JUNE | 5/7 | 6/7 |
| | 5/21 | 6/21 |
| JULY | 6/6 | 7/6 |
| | 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 (note that during the COVID-19 pandemic meeting have been held virtually). 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 and are as follows:

ONE, TWO AND THREE-FAMILY STRUCTURES:

| | |
|---|---------|
| NEW CONSTRUCTION | \$50.00 |
| ADDITION, ALTERATION, DECK OR FENCE | \$35.00 |

ALL OTHER STRUCTURES:

Based on square feet of aggregate floor

| | |
|-----------------------|----------|
| UNDER 2500 | \$50.00 |
| 2500 – 7500 | \$60.00 |
| 7501 – 15,000 | \$80.00 |
| 15,001+ | \$120.00 |
| ALTERATION | \$50.00 |
| SIGN | \$50.00 |
| SPECIAL MEETING | \$200.00 |

Fees for ABR are for two (2) appearances, a \$25.00 additional fee is required for every appearance after the second.