



CLEVELAND HEIGHTS

Architectural Board of Review

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. In order to apply you must submit the application, consent form, required materials and payment to the Planning Department at 40 Severance Circle, Cleveland Heights, OH 44118

Submissions must be reviewed by the Secretary to the ABR before being placed on the agenda. The owner and/or the owner's authorized representative must attend the meeting 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.

Building Permits

ABR and zoning approval from the Department of Planning & Development are required before obtaining many building permits. The Building Department is responsible for issuing all permits. Obtaining a building permit is a separate process and department. Permit 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. ABR Submissions of the incorrect amount and type will be rejected.

2022 Meeting Calendar & Fee's

Meetings start at 7pm and are held in City Council chambers unless otherwise noted. Application deadlines are one (1) month before the meeting date. You cannot be added to an agenda or meeting after the deadline, no exceptions. Fees 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.

MONTH	DEADLINE	MEETING DATE
JANUARY	12/4	1/4
	12/18	1/18
FEBRUARY	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

FEE TABLE	
ONE, TWO & THREE FAMILY STRUCTURES	
NEW CONSTRUCTION	\$50.00
ADDITION, ALTERATION, DECK OR FENCE	\$35.00
ALL OTHER STRUCTURES (BASED ON THE 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

REQUIRED MATERIALS

All plans must be drawn to scale, be sufficiently clear, comprehensive, detailed and legible. Subpar submissions will be rejected.

Required Submittal Items (3 copies):

- Site plan
- Floor plan
- Elevation drawings
- Cross sections, wall sections, and detail sections
- Colored photographs of building or structure at issue
- Colored photographs of adjacent properties
- 3-D representations, renderings, models, materials & colors.
- Application & consent form

As well as payment, see fee table above

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 calculations
- Topography
- Drainage details
- Utilities
- Materials & color schemes
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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 and 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

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 requires 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 above.

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/Wall

- Site photos
- Site plan including setbacks from property boundaries and structures, length of fence segments, and landscaping
- Sample image of fence/gate 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

Roof (residential)

- Photos of all sides of the project home
- Photos of neighboring homes (labeled as neighboring homes)
- Photos of damage
- Manufacturer's specification sheet detailing roofing materials
- Photograph of materials depicting size and color

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, the 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.
- For projecting/blade signs only:
 - Height from 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 specification & detail sheet

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

City of Cleveland Heights

Complete this form in full and attach three (3) copies as a cover page to the hard copy submission.

Address: _____
PPN: _____
Owner: _____
Phone: _____
Email: _____
Architect/Designer: _____
Address: _____
Phone: _____
Email: _____
Contractor _____
Address: _____
Phone: _____
Email: _____

Applicant Name: _____
Applicant Phone: _____
Applicant Email: _____

Does this property belong to a homeowner’s association? YES NO

Did you obtain HOA approval for this project? YES NO Date of approval: _____

HOA name and phone number: _____

Is this property a registered landmark? YES NO

Project type: New Construction Addition Alteration Sign Fence

Description (required)

DATE RECEIVED: _____

ABR RECEIPT #: _____

City of Cleveland Heights

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, and/or property manager 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: _____
Signature: _____
Date: _____

ATTENTION APPLICANTS:

THIS PAGE MUST BE COMPLETED BY THE OWNER OR LEGALLY AUTHORIZED PROPERTY MANAGER. SALES ASSOCIATES, INSTALLERS, ARCHITECTS, DESIGNERS AND/OR CONTRACTORS DO NOT HAVE THE AUTHORITY TO GRANT CONSENT FOR PROPERTY ACCESS.

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