

# ARCHITECTURAL BOARD OF REVIEW INFORMATION

## City of Cleveland Heights

Application available at: [www.citizenserve.com/clevelandheights](http://www.citizenserve.com/clevelandheights)

Contact: [ABenson@clevelandheights.gov](mailto:ABenson@clevelandheights.gov)

The Architectural Board of Review (ABR) is a three-member panel consisting of architects who are also residents of Cleveland Heights and are appointed by council. See Chapter 1313 of the city's code for more information. Many projects require ABR approval before a building permit can be issued. In order to apply to have your project reviewed by the ABR you must submit the application, consent form, required materials and payment on the CITIZENSERVE website, see the hyperlink above in order to gain access. After submitting your application and payment, you will be contacted via email with further instructions in order to be successfully scheduled for ABR. 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 present the project at 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 the ABR are binding unless an alternate proposal is resubmitted for subsequent ABR review.

<b>RESIDENTIAL (1F-3F) FEES OTHER FEES</b>	
NEW CONSTRUCTION: <b>\$50</b>	NEW CONSTRUCTION: <b>\$150</b>
ADDITION: <b>\$35</b>	ADDITION: <b>\$100</b>
ALTERATION: <b>\$35</b>	ALTERATION: <b>\$100</b>
DECK OR FENCE: <b>\$35</b>	SIGNAGE: <b>\$100</b>
	LARGE DEVELOPMENT MULTI-STRUCTURE: <b>\$250</b>
	ADMINISTRATIVE APPROVAL: <b>\$25</b>
	RE-PRINT: <b>\$10 PER COPY</b>
	RETROACTIVE REVIEW OF COMPLETED PROJECT: <b>3X STANDARD FEE</b>

## REQUIRED MATERIALS FOR SUBMISSION

All plans must be drawn to scale, comprehensible, comprehensive, and legible. Subpar submissions will be rejected. These materials must be uploaded to your Citizenserve application. The project types below represent common projects that come before the Architectural Board of Review and is not comprehensive. If your project type is not listed, please contact the Planning Department to learn about what items are acceptable for your project.

### Addition (Residential)

- Color photographs of all sides of the home
- Color photographs of the front of two neighboring homes, labeled
- Site plan with building dimensions and distances to nearby property lines. The site plan should clearly differentiate the existing footprint and the proposed addition.
- Elevation 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 specs
- Description of colors and materials

### Fence/Wall

- Color photographs of all sides of the home
- Color photographs of the front of two neighboring homes, labeled
- Site plan including setbacks from property boundaries and structures, length and height of fence segments, and landscaping
- Sample image of fence/gate showing style and color
- Description of colors and materials

## **Garage (Residential)**

- Color photographs of all sides of the home
- Color photographs of the front of two neighboring homes, labeled
- Photographs of existing garage or garage site
- Site plan with all existing structure dimensions and setbacks
- Elevations drawings with dimensions
- Floor plan
- Wall section specs
- Description of colors and materials

## **Roof (Residential)**

- Color photographs of all sides of the home
- Color photographs of the front of two neighboring homes, labeled
- Photographs of any damage
- Description of colors and materials

## **Siding (Residential)**

- Color photographs of all sides of the home
- Color photographs of the front of two neighboring homes, labeled
- Photo showing the size of current siding boards with tape measure
- Description of colors and materials

## **Signage**

- Color photographs of all sides of the structure
- Elevation drawing indicating storefront dimensions and sign location(s)
- Color photographs of 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 lowest point
  - Distance the sign projects from the wall

## **Solar Panels**

- Color photographs of all sides of the home
- Color photographs of the front of two neighboring homes, labeled
- Roof plan showing proposed solar panels and any exposed conduit or meters, including the distances to ridges and edges
- Solar panel specification & detailsheet
- Description of colors used to hide conduit exposure

## **Windows (Residential)**

- Color photographs of all sides of the home
- Color photographs of the front of two neighboring homes, labeled
- Cut or specification sheet showing proposed window details size, style and color
- Photographs of all window replacements that correlate with the cut or specification sheet
- If removing or resizing windows, plan for infill is required
- Description of colors and materials