

ARCHITECTURAL BOARD OF REVIEW

APPLICATION

PLEASE SUBMIT THE FOLLOWING ON PAPER FORMAT (MAXIMUM 11" X 17"):

1. one completed ABR application form and fee (fee schedule is on page 4)
2. three sets of drawings (site plan, floor plan, elevations, wall sections, details, and perspectives for new buildings)
3. three sets of color photos of existing conditions and neighboring buildings

In addition, please email an Adobe PDF version of the above-listed information to Richard Wong at rwong@clvhts.com.

ZONING:

When you apply for an ABR review, Planning Department staff will also review the project for Zoning Code compliance. The proposed use, setbacks, height, and sign area are the types of topics covered by zoning. Please make sure you address Zoning Code issues that have been raised by Planning Department staff. The Zoning Code is on the City's website at www.clevelandheights.com. Please call Kara, Karen or Richard at the Planning Department at 216-291-4878 if you have Zoning Code questions. ABR and zoning approval are both needed for a Building Permit.

BUILDING PERMITS:

Certified Building Official Rick Loconti (rloconti@clvhts.com or 216-291-4941) heads the Building Department and is responsible for issuing permits.

ONE-, TWO-, AND THREE-FAMILY DWELLINGS: After receiving ABR approval, please submit an application and drawings to the Building Department for plans examination. Your plans will be reviewed for compliance with the Cleveland Heights Building Code and Residential Building Code of Ohio and if no revisions are needed, a building permit can usually be picked up a week after ABR approval.

ALL OTHER BUILDINGS: After receiving ABR approval, please submit an application and drawings to the Building Department for plans examination. Changes in the project's drawings required by the ABR must be incorporated before plans examination. Applicants will be notified by phone or mail on plans approval or plan deficiencies. Construction may not begin until a building permit has been issued. After a project is approved by the ABR, plans will be reviewed by staff for compliance with local codes and the Ohio Building Code.

ARCHITECTURAL BOARD OF REVIEW

APPLICATION

Please type or print clearly. Every blank must be filled to apply.

Project Address _____

Owner _____ Phone _____

Owner's Mailing Address _____

Owner's Email Address _____

Project: new building addition alteration sign fence

Please describe the project: _____

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 # _____

ARCHITECTURAL BOARD OF REVIEW

2018 APPLICATION DEADLINES AND MEETING DATES

	deadline	meeting date	
JANUARY	12/21	1/3*	Holiday moved date*
	1/3	1/18*	Holiday moved date*
FEBRUARY	1/18	2/6	
	2/6	2/22*	Holiday moved date*
MARCH	2/22	3/6	
	3/6	3/20	
APRIL	3/20	4/3	
	4/3	4/17	
MAY	4/17	5/1	
	5/1	5/15	
JUNE	5/15	6/5	
	6/5	6/19	
JULY	6/19	7/3	
	7/3	7/17	
AUGUST	7/17	8/7	
	8/7	8/21	
SEPTEMBER	8/21	9/5*	Holiday moved date*
	9/5	9/20*	Holiday moved date*
OCTOBER	9/20	10/2	
	10/2	10/16	
NOVEMBER	10/16	11/6	
	11/6	11/20	
DECEMBER	11/20	12/4	
	12/4	12/18	
(JANUARY '19)	12/18	(1/3/19)	

ARCHITECTURAL BOARD OF REVIEW

FEES

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. There shall be a twenty-five dollar (\$25.00) fee for the third and each subsequent appearance.