



Architectural Board of Review

Rules of Policy and Procedures

Please note: All submissions must be reviewed and approved as to form by the Secretary to the ABR before being placed on the ABR's agenda.

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.

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.

Preliminary Submissions

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.

Replacements and other ABR Administrative Approvals

If following *replacements* matches either an original or existing component, the proposed replacement shall be subject to ABR administrative approval:

- window
- shutter
- siding
- railing
- steps or stairwell
- chimney
- deck
- patio
- fence
- canopy
- awnings
- roof

Additionally, any portion of a previously reviewed project that was designated “subject to ABR administrative approval” shall be so reviewed.

ABR administrative approvals shall be delegated to a member of ABR for his or her review to (1) confirm that that replacement matches the original; (2) confirm the replacement matches the existing; or (3) confirm the portion of a previously reviewed project designated as subject to “ABR administrative approval” by ABR meets the requirements and/or conditions set forth by ABR during its review. If it does not meet one of these criteria, it shall go before full ABR review at the following meeting.

Applicants do not have to appear for ABR administrative review and shall not be given an opportunity to speak if they are present.

Documents and Site Drawings For All Submissions

When appropriate the following documents should be submitted:

1. site plan
2. floor plan
3. elevation drawings
4. cross sections, wall sections, and detail sections
5. photographs of building or structure at issue
6. photographs of neighboring properties
7. 3-D representations or models.

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.

Site Plans generally should include when relevant:

- 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-ways 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 generally should include when relevant:

- Scale (min. 1/4 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 generally should include when relevant:

- Scale (min. 1/4 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 generally should include when relevant:

- 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.

See attached examples of Site Plan, Elevation Drawing, Cross Section, and Floor Plan.

Signage and Awnings

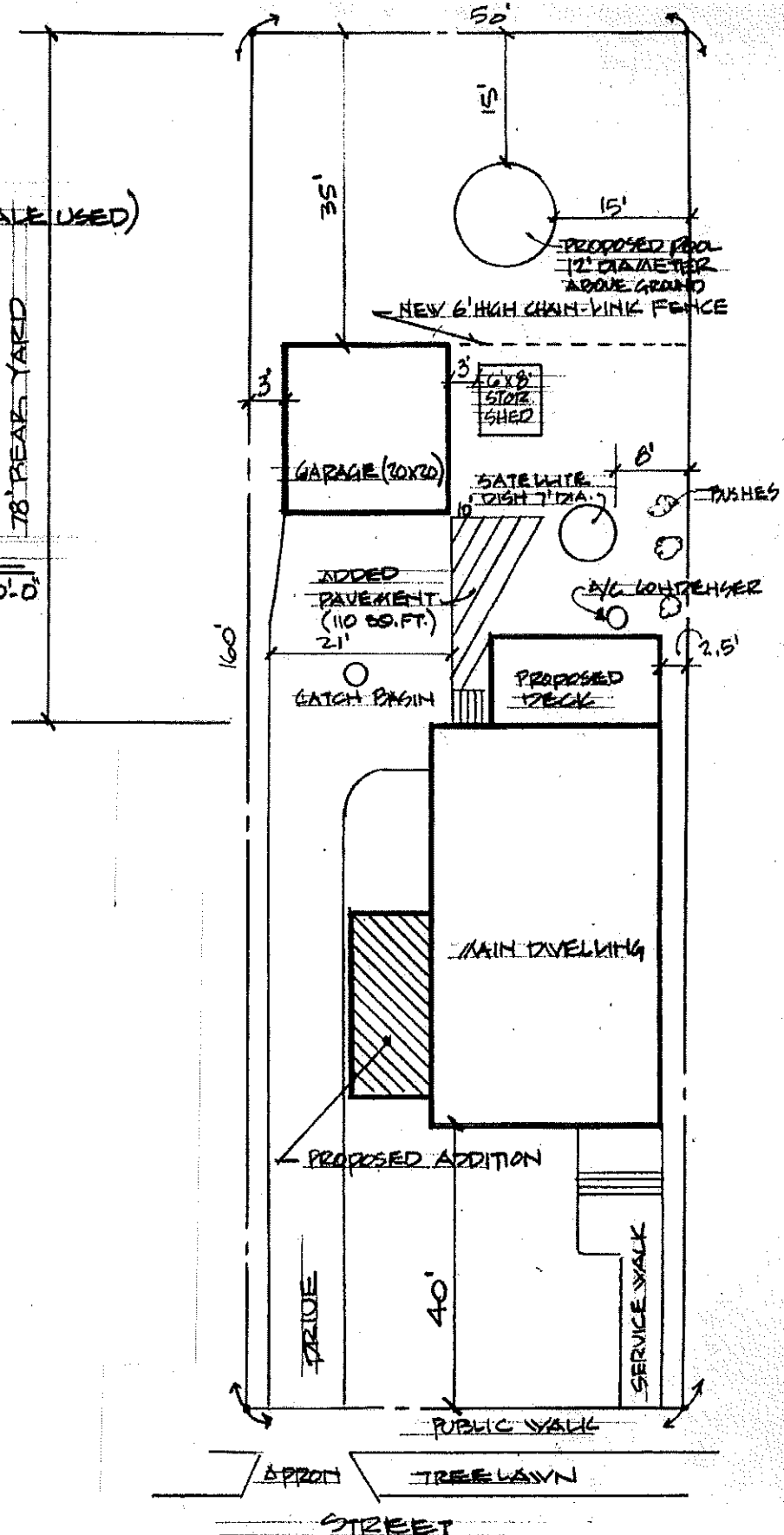
Signage and awning proposals should include color and scaled façade elevations dimensionally locating all elements in relation to the building and having color completely filled in. Proposals should allow ABR to review the sign or awning within the context of the building. All graphics shall be accurately portrayed. A final shop drawing may be subject to ABR administrative approval if not presented initially (see details about administrative process above).

These Rules of Procedure are adopted pursuant to Cleveland Heights Codified Ordinance Section 1313.06 and may be amended or revised pursuant to that code.

Adopted on March 15, 2016.

ADDITION SITE PLAN
(EXAMPLE ONLY)

NORTH
SCALE: (INDICATE SCALE USED)

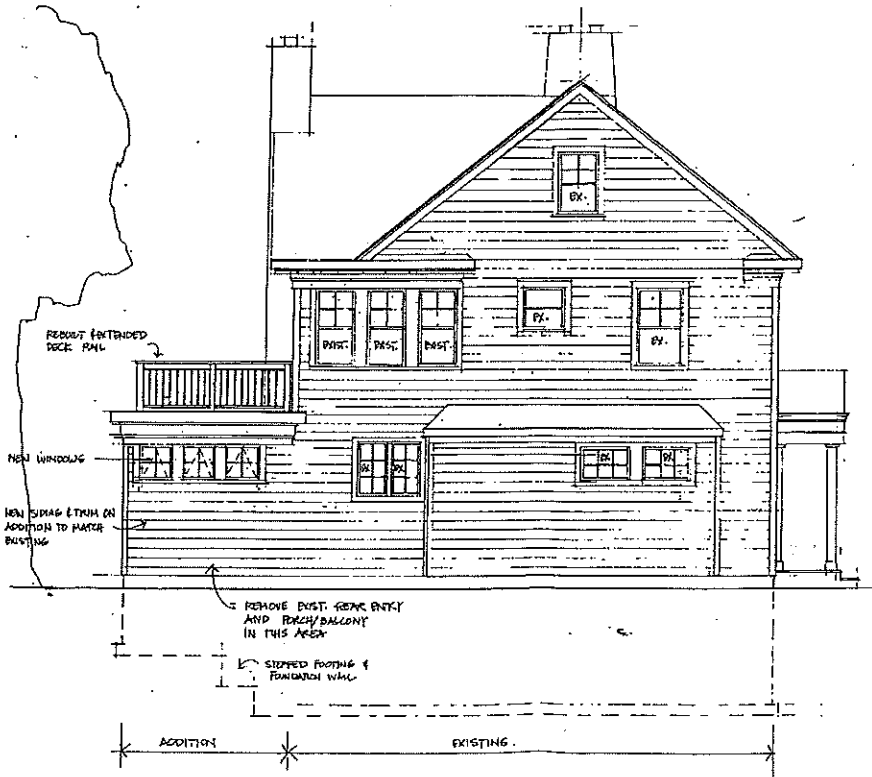
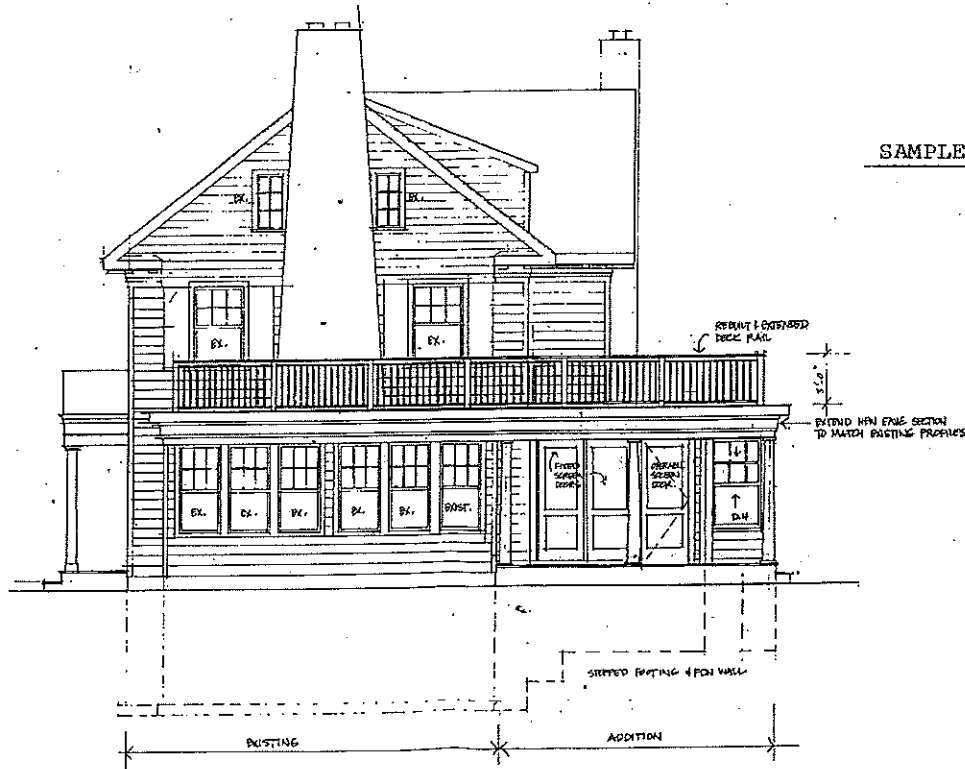


EXAMPLE SITE PLAN

MIN. SCALE REQUIRED 1"=20'-0"

SAMPLE ELEVATION

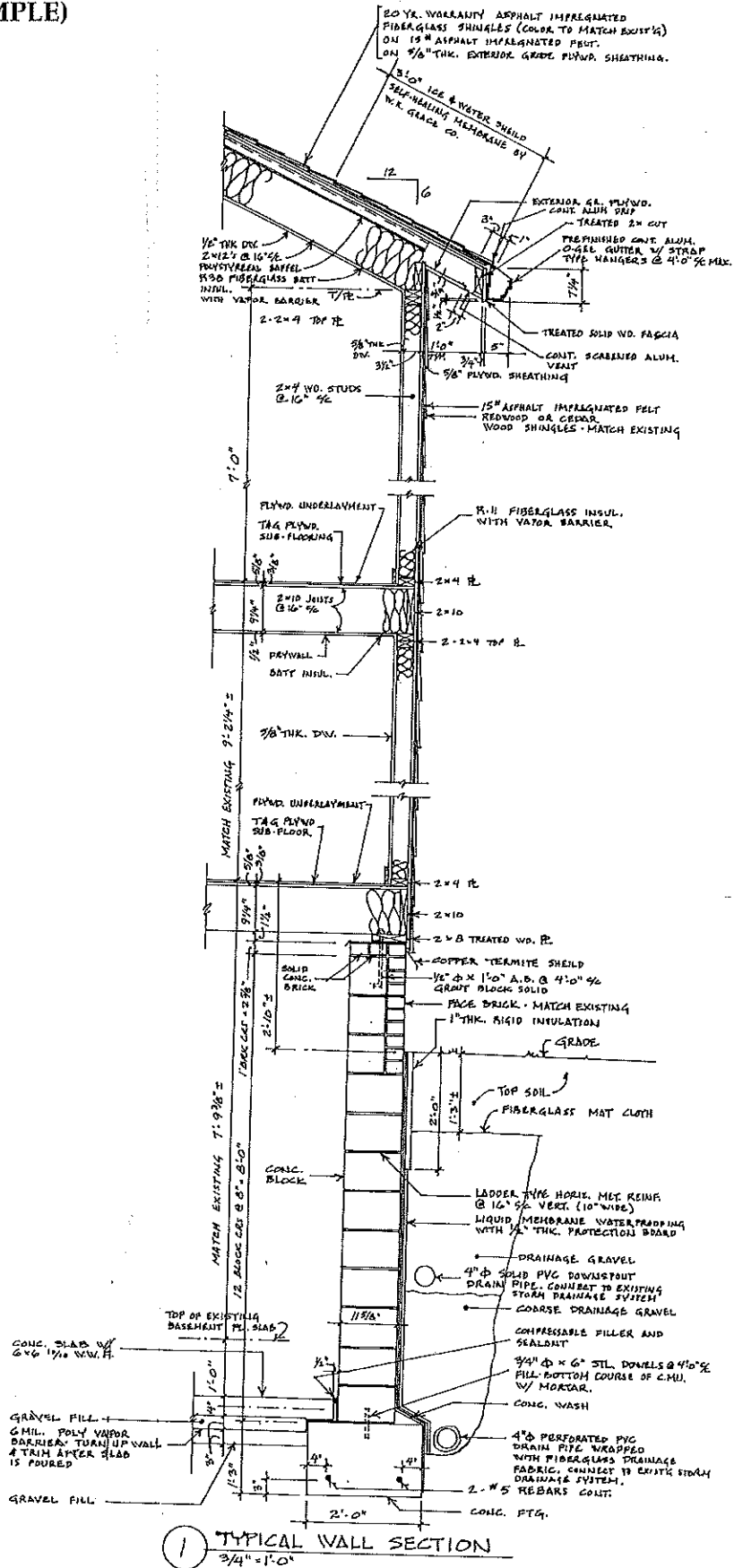
SAMPLE DRAWING ONLY



SAMPLE ELEVATIONS

ADDITION CROSS SECTION (EXAMPLE)

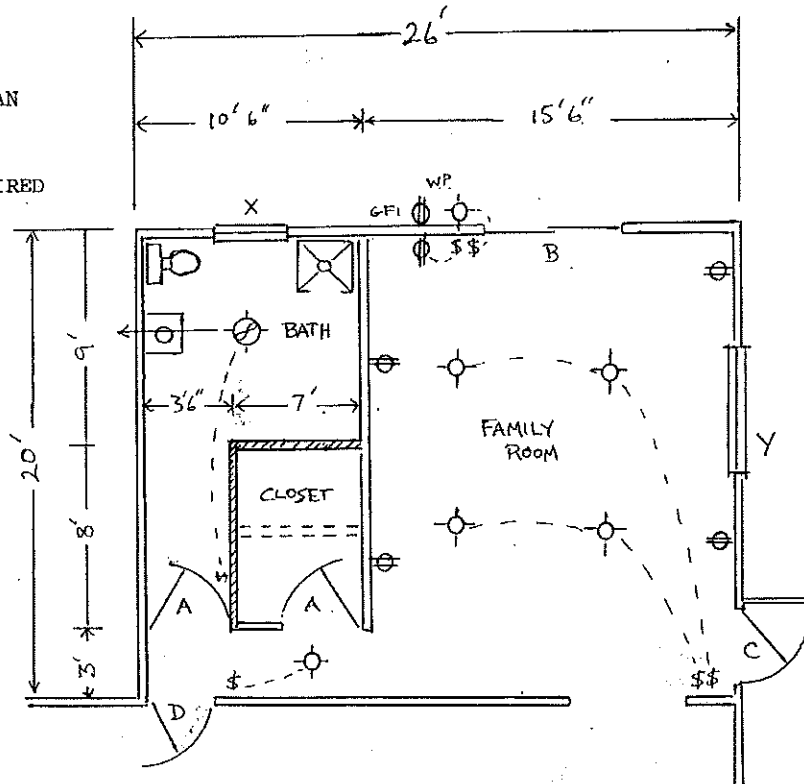
SAMPLE CROSS SECTION



FLOOR PLAN (EXAMPLE)

SAMPLE FLOOR PLAN

MIN. SCALE REQUIRED
(1/4" = 1'0")



DOOR SCHEDULE

MARK	QUANTITY	SIZE	TYPE	MATERIAL	NOTES:
A	2	1-3/8 x 36 x 6-1/8"	INT.	BIRCH	PREHUNG - HOLLOW
B	1	2 x 6-3/4 x 6-3/4"	EXT.	WOOD	ANDERSON DOUBLE INS.
C	1	1-3/4 x 36 x 6'	EXT.	SOLID CORE FIRE-RATED	
D	1	1-3/8 x 30 x 6'	EXT.	SOLID CORE EXISTING	

WINDOW SCHEDULE

MARK	QUANTITY	SIZE	TYPE - REMARKS
X	1	2-1/2 x 3-5/8"	DOUBLE INS. - CASEMENT - PELLA
Y	1	5-6" x 3-5/8"	DOUBLE INS. - CASEMENT - PELLA

- DUPLEX RECEPTACLE
- LIGHT FIXTURE
- SWITCH

- EXISTING WALL
- NEW WALL
- REMOVE WALL