

ARCHITECTURAL BOARD OF REVIEW INFORMATION

City of Cleveland Heights

Application available at www.citizenserve.com/clevelandheights

Contact: ABR@clevelandheights.gov

The Architectural Board of Review (ABR) is a three-member panel consisting of Architects living in Cleveland Heights. 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 link above in order to gain access. After submitting your application, you will be contacted via email with further instructions in order to be successfully scheduled for ABR.

Applying by the deadline date does not guarantee agenda placement. Submissions must be approved by staff in order to ensure zoning compliance by the deadline. The owner and/or the owner's authorized representative must present the project at the meeting in order for approval for permitting to be given. It is strongly recommended that the property owner accompanies the project professional, as any conditions the ABR set are legally binding unless an alternate proposal is resubmitted for subsequent ABR review.

APPLICATION FEE'S

COMMERCIAL/MULTI-FAM

NEW CONSTRUCTION: \$150

ADDITION: \$100

ALTERATION: \$100

SIGNAGE: \$100

LARGE DEVELOPMENT/MULTI-STRUCTURE: \$250

ADMINISTRATIVE APPROVAL: \$25 (not all projects qualify for admin approval, contact staff)

RE-PRINT: \$10 PER COPY

RETROACTIVE REVIEW: **3X STANDARD FEE**

RESIDENTIAL (1F-3F)

NEW CONSTRUCTION: \$50

ADDITION: \$35

ALTERATION: \$35

FENCE/WALL: \$35

ADMINISTRATIVE APPROVAL: \$25 (not all projects qualify for admin approval, contact staff)

REQUIRED MATERIALS FOR SUBMISSION

This list is not comprehensive, contact staff to learn about submission requirements for projects not listed below.

Addition (residential)

- Color photos of all sides of the home
- Color photos of the front of two neighboring homes, labeled
- Site plan with building dimensions and boundary setbacks
- Elevation drawings
- Floor plan
- Wall section specs
- Description of colors and materials

Fence/Wall

- Color photos of all sides of the home
- Color photos of the front of two neighboring homes, labeled

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

Roof (residential)

- Color photos of all sides of the home
- Color photos of the front of two neighboring homes, labeled
- Photos of any damage
- Image or example of proposed roofing materials

Siding (residential)

- Color photos of all sides of the home
- Color photos of the front of two neighboring homes, labeled
- Photo showing the size of current siding boards with tape measure
- Image or example of proposed siding materials

Signage

- Color photos of all sides of the structure and existing signage
- Elevation drawing indicating storefront length and sign location(s)
- Graphic representation indicating precise location, style, spacing, dimensions, and color
- Mounting and illumination details
- For projecting/blade signs only: Height from ground to lowest point and distance the sign projects from the wall

Solar Panels

- Color photos of all sides of the home
- Color photos 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 & detail sheet
- Description of methods used to hide conduit exposure

Windows (residential)

- Color photos of all sides of the home (windows being replaced must be labeled to correspond with the cut or specification sheet)
- Color photos of the front of two neighboring homes, labeled
- Cut or specification sheet showing proposed window details such as the size, style or type and color
- Infill plan if removing or resizing