



Department of Building, Zoning & Housing
 26789 Highland Road
 Richmond Heights, Ohio 44143-1429
 216-383-6312 Fax: 216-383-6319
 richmondheightsohio.org
 James Urankar: Building Commissioner

REQUEST TO APPEAR BEFORE THE ARCHITECTURAL BOARD OF REVIEW

JOB ADDRESS:	
Job Name (Commercial: Business Name/Tenant):	
Property Owner:	Phone:
Applicant Name:	Applicant Company:
Applicant Address:	Phone:
Applicant City/State/Zip:	
Applicant Email Address:	

Meeting Day/Time: 1st and 3rd Monday of Each Month - 9:30 a. m. **Submittal Date:** 14 Days in Advance of the scheduled meeting. **Meetings are held in the Caucus Room at Richmond Heights City Hall**

Submissions must be delivered to the Department of Building, 26789 Highland Rd., during normal working hours, **(weekdays – 8:00 a.m.-12:00 p.m. and 1:00 p.m. to 4:00 p.m.)**

You will be given an authorization to appear before the Board at the time of application for a permit. Applicants are encouraged to be in attendance.

Fees for Submittal: (Cash or Checks. Make checks payable to The City of Richmond Heights.)

Residential Construction

New Construction **\$100.00**
 Additions/Alterations **\$50.00**

Non-Residential Construction

New Building, Per Building **\$150.00**
 Additions/Exterior Alterations, Per Building **\$100.00**
 Additions/Alterations Appurtenant Buildings and Structures, Per Building **\$100.00**
 Signs, Screening of Refuse Storage and Pick-Up Facilities **\$100.00**
 All Other Plans Requiring ARB Approval **\$100.00**

PROJECT DETAILS:

RESIDENTIAL: (Select one of the following):											
<input type="checkbox"/>	New House	<input type="checkbox"/>	Addition	<input type="checkbox"/>	Patio Enclosure	<input type="checkbox"/>	Dormer	<input type="checkbox"/>	Attached Garage Addition	<input type="checkbox"/>	Other
Size of Addition/Structure: _____ Sq. Ft.											
Additional Information:											
COMMERCIAL: (Select one of the following):											
<input type="checkbox"/>	New	<input type="checkbox"/>	Addition	<input type="checkbox"/>	Storefront Renovation	<input type="checkbox"/>	Signage	<input type="checkbox"/>	Other		
Size of Addition/New Structure: _____											
Additional Information:											

ADDITIONS – NEW CONSTRUCTION – Your Application Must be Accompanied by:

- 4 Sets of drawings (three sets will be returned to applicant)
 - a. Plot plan showing street location, location of the proposed building, all existing buildings, setbacks, side yard dimensions and distances between buildings;
 - b. Floor plan showing all relevant information such as door swings, windows,
 - c. All exterior elevations of a new/altered structure;
 - d. Cross sections, wall sections and detail sections to properly describe the general building construction including wall, ceiling, floor, header detail and roof materials and construction;
 - e. Roof plan of entire structure
 - f. All exterior finishes and trim, including colors of roof, siding, foundation, doors and window trim, including sample boards
 - g. **Plans shall be drawn to scale** and be sufficiently clear, comprehensive, detailed and legible, together with any specifications and data, in order to determine whether the proposed building, addition or alteration will conform to all applicable code provisions.
- **PDF file of submittal (for commercial building projects only):**
sent to building.secretary@richmondheightsohio.org
- Fee, as described on page 1
- Color photographs showing all sides of the building and adjacent buildings or homes

***Alterations and additions must be compatible with the architectural elements of the existing structure in terms of scale, architectural details, materials, and colors. (siding, foundation, roof material, windows, etc.)**

***Detailed submission requirements and residential sample drawings are available in the Building Department.**

SIGNAGE (Commercial) – Your application must be accompanied by:

- 4 sets pf drawings (three sets will be returned to applicant)
- Color elevation showing the proposed sign on the wall with all dimensions (height, length, size of letters, etc.).
- Color photograph of building showing any existing signs.
- **For a free-standing wall sign (ground/monument sign)** – a site plan of the property and proposed location of the sign must be included with your sign drawings. Also show the distance from the edge of the sign/wall to the right-of-way.
- Fee, as described on Page 1

All submissions MUST be completed at the time of submission. Any submission that is not complete and does not contain all the required submittal items will **NOT** be accepted.

It is the responsibility of the applicant to be familiar with the submission requirements of the City of Richmond Heights Architectural Board of Review. Applicant must be present at the meeting.

Signature of Applicant

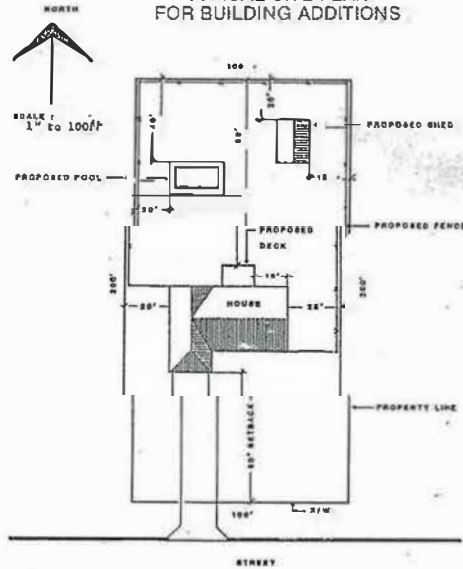
Date

Meeting Date:	ABR No.
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DEFINITION OF DRAWINGS

- 1) SITE PLAN - A site plan is required to show the following information:
- Location of all streets and proposed structures.
 - Setbacks of Structures - front, side and rear distances of structures from property lines.
 - Drainage Information - location of swales, sump pumps, yard drains.
 - Dimensions of lot and structures.

TYPICAL SITE PLAN FOR BUILDING ADDITIONS



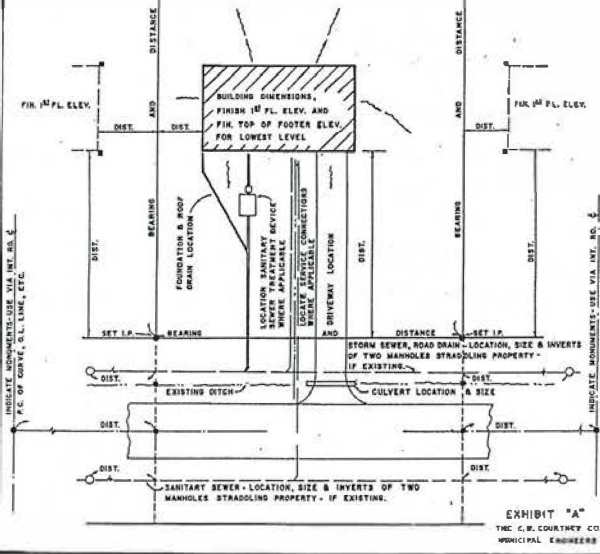
SAMPLE TOPOGRAPHIC SURVEY & IMPROVEMENT PLAN

NAME OF OWNER _____
 SUBLOT OR PERMANENT PARCEL NO. _____ VOL. _____ PG. _____
 NAME OF SUBDIVISION _____
 NAME OF BUILDER _____ REG. NO. _____
 PLAT PREPARED BY _____
 BUILDING PERMIT NO. _____

TIP BEARING AND DISTANCE SET I.P.

NOTES

1. ALL ELEVATIONS TO BE TO U.S.C.S. DATUM.
2. A BENCH MARK WHICH WILL NOT BE DISTURBED DURING CONSTRUCTION IS TO BE PROVIDED ON OR ADJACENT TO THE SITE.
3. EXISTING GRADES TO BE SHOWN BY CONTOURS AT INTERVALS WHICH ARE APPROPRIATE FOR SITE CONDITIONS.
4. DEMONSTRATE POINT ELEVATIONS WHEN CONTOURS DO NOT EXTEND BEYOND PROPERTY LINES, ROAD AND DITCH ELEVATIONS TO BE AT MINIMUM 5' INTERVALS (±1).
5. PROPOSED GRADES TO BE SHOWN BY CONTOURS AND/OR PRINT ELEVATIONS.
6. ALL EXISTING UTILITIES AND EASEMENTS TO BE SHOWN.



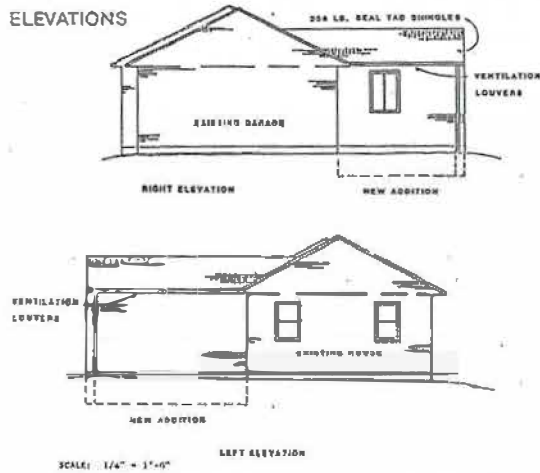
INDICATE MONUMENTS USE THE INT. NO. 1 P.C. OF CURVE, O.L. LINE, ETC.

INDICATE MONUMENTS USE THE INT. NO. 5 P.C. OF CURVE, O.L. LINE, ETC.

EXHIBIT "A"
 THE C. W. COURTNEY CO.
 MUNICIPAL ENGINEERS

- 4 EXTERIOR ELEVATIONS - Elevations are drawn to show roughly what a building will look like when it is finished. The elevation drawings should show:
- Position and heights of windows, doors, and exterior vents.
 - Position of roof slopes and overhangs.
 - Type and color of exterior finish materials.
 - Drawing should be drawn to scale.

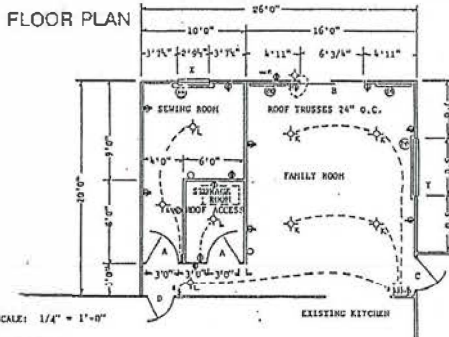
ELEVATIONS



- 5 CROSS SECTION - Section drawings literally slice through the building to show construction details. The drawings should show the following:
- How the wall frame connects to the foundation.
 - How walls connect to ceilings and the roof.
 - Roof slope -- Minimum 4/12 pitch.
 - Size of framing members (rafters, studs, joists).
 - Quality and type of materials used.

CONSTRUCTION DRAWINGS -

- 4) FLOOR PLAN - The floor plan will show permanent or structural elements of your new construction, including the following:
- Dimensions and shape of rooms, walls, doors and windows.
 - Plumbing fixtures like bathtubs and toilets.
 - Electrical outlets and switches.
 - Closets and built-in counters.
 - Rooms should be labeled and plans must be drawn to scale.



SCALE: 1/4" = 1'-0"

LEGEND

- ⊕ NO. 1 DUPLEX
- ⊕ SINGLE POLE SWITCH
- ⊕ NO. 1 DUPLEX - WEATHER-PROOF
- ⊕ THERMISTAT
- ⊕ PORCELAIN LIGHT FIXTURE
- ⊕ 3-WAY SWITCH
- ⊕ BRASSER LIGHT FIXTURE
- ⊕ RADIATOR HEATER
- ⊕ Smoke Detector
- ⊕ SWITCH W/PHONE

DOOR SCHEDULE

MARK	QUANTITY	SIZE	TYPE	PAINT/STAIN	NOTES
A	2	1-3/8 x 26 x 4-1/2"	INT.	BIRCH	PAINTING - HOLLOW
B	1	2 x 6-3/4 x 4-7/8"	EXT.	WOOD	ASH/PINE DOUBLE INS.
C	1	2-3/4 x 36 x 4"	EXT.	SOLID CORE	FIRE-RATED
D	1	1-3/8 x 30 x 4"	EXT.	SOLID CORE	EXISTING

WINDOW SCHEDULE

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

