



Department of Building, Zoning & Housing  
 26789 Highland Road  
 Richmond Heights, Ohio 44143-1429  
 216-383-6312 Fax: 216-383-6319  
 richmondheightsohio.org  
 Rudolph Hilliard: 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:** 1<sup>st</sup> and 3<sup>rd</sup> 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.)**

At the time of application for a permit, you will be authorized to appear before the Board. Applicants are encouraged to attend.

**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:**

<b>RESIDENTIAL: (Select one of the following):</b>						
<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: _____						
<b>COMMERCIAL: (Select one of the following):</b>						
<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 [jimeka.scott@richmondheightsohio.org](mailto:jimeka.scott@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 of drawings (three sets will be returned to the 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.** Submissions that are not complete and do 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

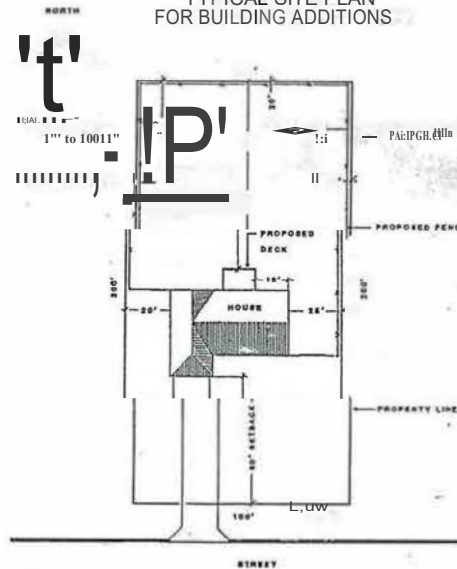
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Date

Meeting Date:	ABR No.
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## DEFINITION OF DRAWINGS

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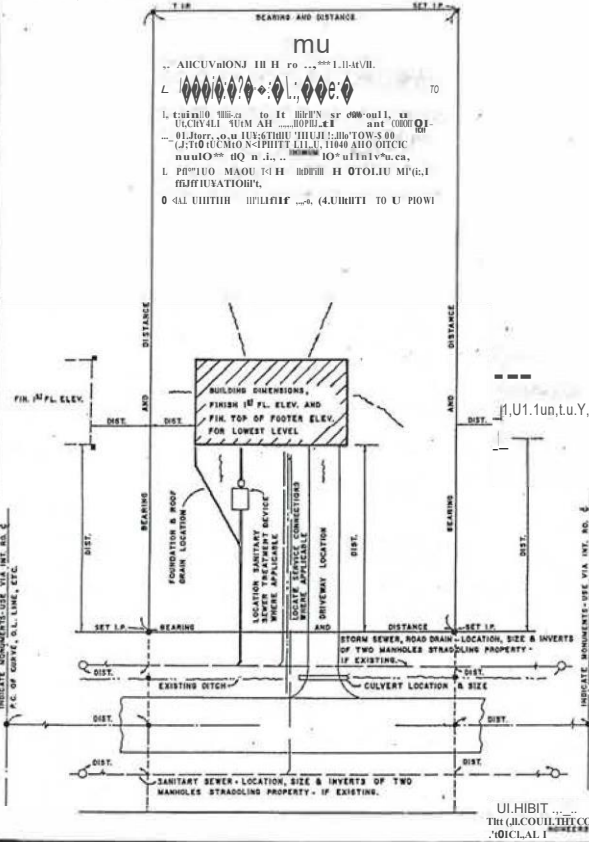
## TYPICAL SITE PLAN FOR BUILDING ADDITIONS



# SAMPLE TOPOGRAPHIC SURVEY & IMPROVEMENT PLAN

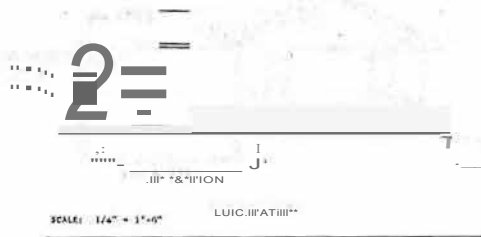
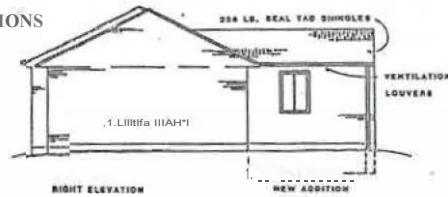
NAME OF OWNER \_\_\_\_\_  
 US LOT OR P[MANEHT PARCH NO. \_\_\_\_\_  
 NAME OF SUBDIVISION \_\_\_\_\_ VOL. \_\_\_\_\_  
 NAME OF BUILDING \_\_\_\_\_  
 PLAT PA[PARED BY \_\_\_\_\_ REG. U.O. \_\_\_\_\_

INDICATING PERMIT H \_\_\_\_\_



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 - Drawing should be drawn to scale.

# ELEVATIONS

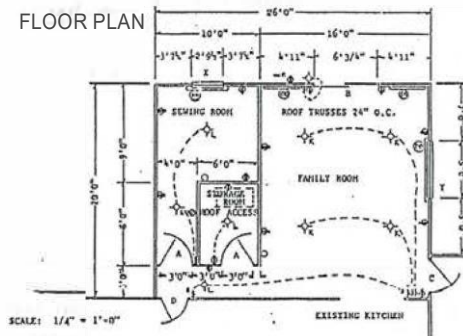


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## FLOOR PLAN



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DOOR SCHEDULE	SIZE	TH&	TYJC.T.M.	1.193UI
1	1-1H1 - n - .i.,r.J	THP	YVVO	
2	1-1H1 - 1-1"14"	Uf	WOOD	ADH'DRSH RUBINF INS.
3	1-1H1 - 1-1"14"	(XV)	SOLID CORE FIRE-RATED	
4	1-1H1 (10	uff	UTLTHC	

WINDOW SCHEDULE	SIZE	TYPE - REMARKS
1	1-1/2 x 1-5/8"	DOUBLE INS. - CASEMENT - PELLA
2	3-6" x 3-5/8"	DOUBLE INS. - CASEMENT - PELLA

NOTE: ALL FOOTINGS TO BEAR ON SOUND UNDISTURBED SOIL.

SCALE: 1/8" = 1'-0"

Technical drawing of a roof detail showing insulation and structural components. The drawing includes the following labels and dimensions:

- INSULATION fl-38 KLn.** (top right)
- 3/8" W.P. SWEATHING** (top left)
- 15" FELT** (top left)
- 15" SEAL AND GUTTER** (top left)
- 1 x 6 FASCIA** (left side)
- ROFFIT** (left side)
- 15" SWEATHING W.B. W.P. House Water** (left side)
- 7/8" W.P. GUTTER** (left side)
- 1/2" DRYWALL** (right side)
- INSULA "10.0 II" IO MHMUM** (center right)
- BILD SEALER** (bottom center)
- 1000sa** (bottom center)
- 1000sa** (bottom center)
- PERIMETER INSULATION** (bottom center)
- MIN. 6" - 6" WIDE ON DEEP** (bottom center)

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