



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: 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.)**

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:

RESIDENTIAL: (Select one of the following):

New House	Addition	Patio Enclosure	Dormer	Attached Garage Addition	Other
-----------	----------	-----------------	--------	--------------------------	-------

Size of Addition/Structure: Sq. Ft.

Additional Information:

COMMERCIAL: (Select one of the following):

New	Addition	Storefront Renovation	Signage	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
- * 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

Date

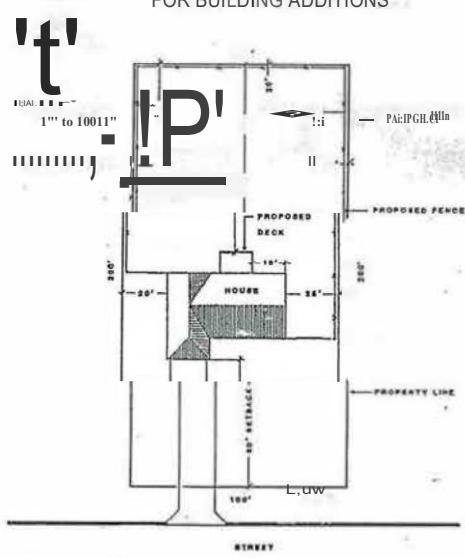
Meeting Date:	ABR No.
---------------	---------

DEFINITION OF DRAWINGS

11 S1'@Pr.1'N - h :ill..r 0,1,0n h,raq\llr-ccl t.o i;how tile C0Uowin9
ln(')1"rmition1

- Locilition or .all It.coatS ar'ld rrc,po*cd .ll:truei;uros.
- * Satb,u;>* of Struci.uro111 - tront, aide and rear
dilominata of .-truct.U-QS
!0!! pepony Un"**
- Or#InallOlnfQnl Otlign - locot,i<uJ ot sv*laflI, allO
pufh&I yu'-I d.r:ilns.
- *D1HBQ:n11lon11 of lot ,)niJ *tructurn.

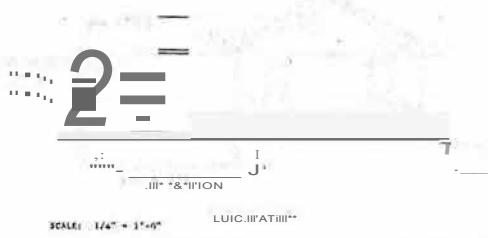
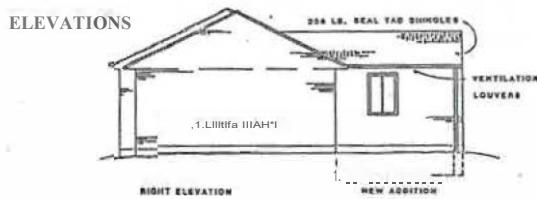
TYPICAL SITE PLAN
FOR BUILDING ADDITIONS



◆ llrtfill! O! !?LrvvATl:0H\$.. ClOvOl t!On* &NT! lln!tA tO*TTOVrs◆.u.h!f rvh.at.
* b-t.Udint will lowlr. llt.o W!len l! la
r!n!l.hff, Tha e!l!dOn dt!;swim, f!hOuld
l!u.◆1

'''t!odU.on, .jW holqbt;a: af vln4ovli, 4oon,
alld *!ctOr ..em!n,
''' ;odtlo,i of rool' doppo, an! OYOtlUlnFJ*.
* TJP4 uvJ c.c,lor of -utu-fol!" t.111'!Lh
..a.tul*ll.

- Drawing should be drawn to scale.



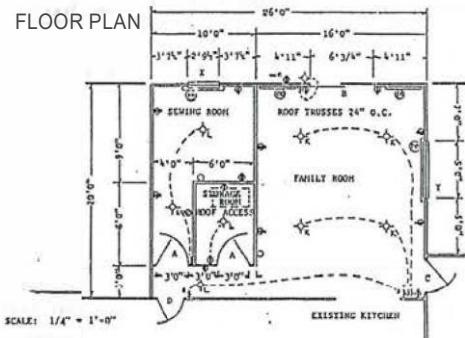
4 CICKED Sex-TICIN -
filltion t.lowlr, J.ituo!r ciUco thtoc!9.h tha
l...l!tU119 to Dhow curu1t1.10th.ln ij.ctalh, Tl4
i.hovln91 l!10!ld 11.ovt.lut(o)lawl!M1
- l111..,th!wall 11;... c:orntct:ci to t111 [ovn4.U;Jo,n,
- now ◆◆1 I c!o◆n!O!◆o!O!U!Umlj.l!nt,l Ule root.
- lQofliQJ!HJ -- Hln!MM, , 1.2 rh.ch.
- D z.t ot fr.-i!n,q atNbeu lnt'cru. at:W!n, jol:..uJ,
* QJ,"lhr ;.imJ \yro oC LJ1:terhl:.. unoil.

C' (NISTJIUC'rION UMN'IIJ!k;S -

01 rwon PLAU - "re the **llGOr pLIn** "Will ohollo MOZ'leM:nt: (H ill:t;uet;ur;H
olau11nt::: of tour new C'Onstruction, imlu 0 n'll the
!lUo...!ntL

- oizmo!on!l!l ond GhOl!" or roomi:: v.:UG, doori:
and, lir,li!lowo,
- rlu-!ln!l Cbtucc Uko l>;i!thub: On> tolleti...*
Clectic!l out, l's ond awtic!leie.
- Clocti:: and buUt-in counterG.
- MOH!lC abuuld be bbeleO And phns. illusi bo
drk Wn to ac,ile.

FLOOR PLAN



1.1.VUJO
 „o, 110 ... 1,11t1.u
 „, „V" II0** IWIJC- I'U,TII.IIU"II0"0
 O r1"J,u;u,1.u;u;1.r r;u;tN;t
 ,C; uu;u;u;1.II;1.II;r nuv.
 ®S"***"c"l&Dc

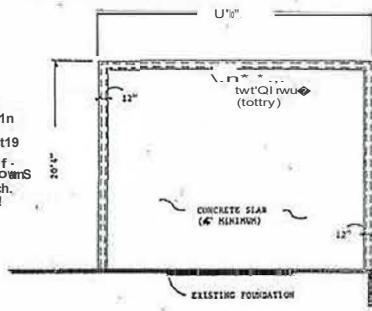
* SII,CL,t rou: SVII(IL C
'fIDtln\$STAT
tll *t 1, vly W!Klt
....._,"_VlUtv,HOHlAIU

MANUFACTURER SCHEDULE		SIZE	IN. &	IV. C.I. L.M.	L19JU
AK	QUANTITY				
I	1-HL	-n * .i.,rJ	mr.	WIC	
I	ar..**"H"**		UF	WOOD	ADMIRALTY BIRKIN INS.
I	1-HL 1/4"**		(X)	SOLID CORE FIRE-RATED	
	1-HL 1/2"**		off	UTTHIC	

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

FOUNDATION PLAN

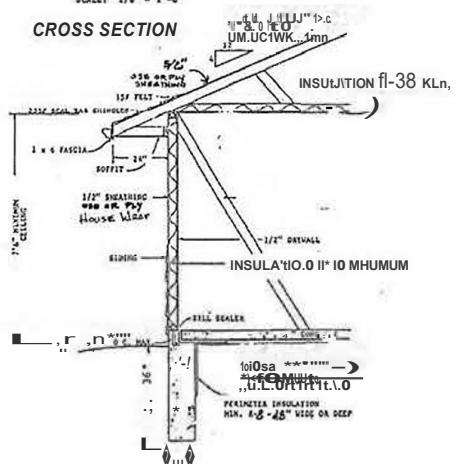
bJ JI'OVNOA, 10th OIAN -
fl foundation plin
h
th, "Required cho'lIt19
dum, m, on f-
th, "Required cho'lIt19
width o(th4 trench.
1 o o w, bl!
dt"ll o sc'e,



NOTE: ALL FOOTINGS TO BEAR ON SOUND UNDISTURBED SOIL

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

CROSS SECTION



SCALES: 1/4" = 1'. 4"