



# THE CITY OF MAYFIELD HEIGHTS - BUILDING DEPARTMENT

6154 Mayfield Road, Mayfield Heights, OH 44124  
 Phone: 440-442-2626, ext. 210 ~ Fax: 440-442-7662

## **REQUEST TO APPEAR BEFORE THE ARCHITECTURAL BOARD OF REVIEW**

JOB ADDRESS:	
Job Name (Commercial: Business Name/Tenant):	
Property Owner:	Phone No.
Applicant Name:	Applicant Company:
Applicant Address:	Phone:
Applicant City/State/Zip:	
Applicant Email Address:	

**Meeting Day/Time:** 3rd Thursday of Each Month – 5:30 p.m.      **Submittal Date:** 14 Days in Advance

### Meetings are held in the City Hall Council Chambers

Submissions must be delivered to the Department of Building, 6154 Mayfield Road, during normal working hours, (weekdays - 8:00 a.m. to 5:00 p.m.) 14 days in advance of the scheduled meeting.

**Fees for submittal:** (Cash or check. Make checks payable to The City of Mayfield Heights.)

#### Residential

#### Other than Residential:

For all new dwellings	\$50.00	Commercial Signs	\$75.00
Residential Additions or Alterations	\$10.00	Structures under 2,500 sq. ft.	\$75.00
		2,500 sq. ft. - 7,500 sq. ft.	\$100.00
		7,501 sq. ft. or over	\$150.00

## PROJECT DETAILS:

<b>RESIDENTIAL:</b> (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:											

<b>COMMERCIAL:</b> (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) plus a digital submission to the building department.
    - 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, etc.;
    - 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;
    - 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 all projects) sent to [monicaferrante@mayfieldheights.org](mailto:monicaferrante@mayfieldheights.org)
  - Material samples (for commercial only).
  - Fee, as described above.
  - Color photographs showing all sides of the building.
- \* 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 Dept.

**SIGNAGE (commercial) - Your application must be accompanied by:**

- 4 sets of drawings (three sets will be returned to applicant)
- PDF file of submittal sent to [monicaferrante@mayfieldheights.org](mailto:monicaferrante@mayfieldheights.org)
- Signage must be drawn on the building elevation to scale.
- Color elevation showing the proposed sign on the wall with all dimensions (height, length, size of letters, etc.).
- Color photograph of building showing all existing signs, **including adjacent tenants**.
- **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 above.
- Sign permit application. Permit is required after the ABR board grants approval.
- \* Commercial signs may be subject to some, or all of the standards listed within the Mayfield Heights Commercial Corridor Design Manual. The Manual can be viewed in the Building Department or on [www.mayfieldheights.org](http://www.mayfieldheights.org) – Department - Building – Mayfield Heights Commercial Corridor Design Manual.

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

It is the responsibility of the applicant to be familiar with the submission requirements of the Board.

Applicant must be present at the meeting.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Meeting Date:

ABR NO

11/2021