



# City of Mayfield Heights

6154 Mayfield Road, Mayfield Heights, OH 44124

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## Architectural Board of Review

### Requirements for Submissions Single, Cluster and Two-Family Residential Buildings

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➤ MEMBERS OF THE BOARD:

**Philip Miller, Architect**  
**Chris Panichi, Architect**  
**Jeff Jasinski, Architect**  
**David Spehar, Architect, Alternate**

**GENERAL INFORMATION**

Any new construction, addition, or alteration which changes the exterior appearance of any building or structure must be approved by the Architectural Board of Review before a building permit can be issued.

The City of Mayfield Heights Architectural Board of Review consists of three architects who are registered and licensed to practice in the State of Ohio.

The basic purpose of the Architectural Board of Review is to maintain the high standard of architectural quality in the community. The Board is concerned not only with the design of the specific project but also the effect it will have on the surrounding environment.

The design of a new construction project should consider the architectural environment of the community as well as the relationship of the new building to its neighbors. **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.)**

All submission documents must contain enough information to show that the proposed work will conform to the provisions of the Building Code and all applicable laws, ordinances, rules, and regulations. It is the obligation of the applicant to obtain the requirements for building permits from the Building Department. All plans will be reviewed for compliance with the Fire, and Zoning codes. The applicant will be notified if the plans are in violation of any of these codes. Each set of plans and specifications must include the address of the proposed project and the name, address, and phone number of both the owner and the person who prepared them.

Submissions **must** be drawn in a manner which clearly and accurately depicts the proposed work.

The Architectural Board of Review recommends that for large projects, including new buildings, major additions, or substantial exterior alterations, the applicant consider presenting a preliminary submission of plans prior to formal consideration.

**PURPOSE** (Taken from Codified Ordinances of Mayfield Heights, Chapter 1331.06)

The Purposes of the Architectural Board of Review are to preserve and protect the public health, safety and welfare by maintaining the high character of community development and protecting the real estate with the City from impairment or destruction of value by regulating, according to proper architectural principles, the design, materials, finished grade lines and orientation of all new buildings

# City of Mayfield Heights Architectural Board of Review



hereafter erected, and the moving, alteration, improvement, repair, or razing, in full or in part, of all existing buildings. The Board shall exercise its powers and perform its duties for the accomplishment of these purposes only.

MEETING DATE 3 <sup>RD</sup> THURSDAY 5:30 P.M.	SUBMISSION DEADLINE TWO WEEKS
January 20, 2022	January 6, 2022
February 17, 2022	February 3, 2022
March 17, 2022	March 3, 2022
April 21, 2022	April 7, 2022
May 19, 2022	May 5, 2022
June 16, 2022	June 2, 2022
July 21, 2022	July 7, 2022
August 18, 2022	August 4, 2022
September 15, 2022	September 1, 2022
October 20, 2022	October 6, 2022
November 17, 2022	November 3, 2022
December 15, 2022	December 1, 2022

Submissions must be delivered to the Department of Building, Mayfield Heights, 6154 Mayfield Road, during normal working hours, 8:00 a.m. to 5:00 p.m. weekdays, but no later than the deadlines indicated above. **All submissions must be complete 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 Board. At the time a submission is made, the applicant will be assessed a fee and will complete the application form. (checks are to be made payable to The City of Mayfield Heights) \* **SAMPLE DRAWINGS may be obtained in the Building Department or on [www.mayfieldheights.org](http://www.mayfieldheights.org); Architectural Board of Review.**

**Fees:** New Structure            \$50.00  
           Addition/Alteration       \$10.00

- Fees can be paid by cash or check.  
 - Checks are to be made payable to The City of Mayfield Heights.

Meetings are held the third Thursday of each month as noted above. Meetings are in the City Hall Council Chambers, 6154 Mayfield Road starting at 5:30 p.m.



Someone capable of presenting and discussing your request **must** be in attendance. The Board will not consider cases in which a representative is not in attendance. Note: *The schedule is subject to change.* Contact the Department of Building at (440) 442-2107 to confirm submission deadlines and meeting dates.

### **SUBMISSION REQUIREMENTS**

- **SINGLE AND TWO-FAMILY RESIDENTIAL BUILDINGS ~ NEW BUILDINGS, ADDITIONS AND/OR ALTERATIONS INCLUDING AUXILIARY STRUCTURES AND AWNINGS**
- **CONDOMINIUM AND MULTIPLE UNIT STRUCTURES:** See additional information on page 6.

Four sets of the following, except as noted below:

**\*Digital submission must also be sent to the building department\***

Drawings (Required for all submittals) **SAMPLE DRAWINGS** may be obtained in the Building Department or on [www.mayfieldheights.org](http://www.mayfieldheights.org); Architectural Board of Review.

An index of all drawings submitted shall be indicated on the first sheet

1. **Site Plan** (minimum scale 1" = 100' - preferable scale 1" = 40') the site plan must show the location of the building on the parcel. Outlines of buildings on adjacent parcels must also be shown. The plan must show the footprint of the building with the following items dimensioned:

- a. Front, side, and rear yard setbacks (Review zoning and any deed restrictions with the building department)

The site plan shall also show the following items:

- a. Permanent parcel number, subplot number, address
- b. All lot dimensions
- c. The complete driveway, including any turnarounds, etc.
- d. Locations of walkways, steps, terraces, decks, fences, retaining wall, patios, etc.,
- e. Location of A/C compressors
- f. Setback requirements
- g. Location of any easements
- h. Grading and drainage plan, including all necessary existing and proposed catch basins and drainage piping (including downspouts)
- i. Title block, graphic scale, north arrow, legend on each plan or detail.
- j. All house elevations at finished grade including 1st floor, 2nd floor, basement, and bottom of footing at garage and house



2. **Floor Plans** (minimum scale 1/4" = 1')  
**Foundation Plan**

Plans must include a complete footer and foundation plan. Plans should, at a minimum, indicate the following:

- a. Footings dotted
- b. Foundation walls Note: Thirteen course or more basement walls require an engineer's drawing, appropriate details, and a structural engineer's stamp
- c. Complete structural framing information
- d. Complete drainage information including footer drains and downspouts
- e. Title block, graphic scale, north arrow, legend on each plan or detail.

**Floor Plan(s)**

Floor plans should be complete and show all new construction. If the project is an alteration or an addition, the plans should show the **ENTIRE** existing structure. If the project is an addition or alteration, a demolition plan shall be submitted, or at a minimum, the elements to be removed shall be indicated on the floor plan(s). Plans should, at a minimum, indicate the following:

- a. Indicate locations of all major elements of the plan, i.e., walls, windows, doors, steps, appliances, chimneys, fireplaces, etc. Electrical outlets and heating diffusers may be shown on the plans or on separate electrical and mechanical plans.
- b. NOTE: if the structure is wood, the species of wood, such as Douglas Fir, eastern white pine, etc. shall be indicated.
- c. Floor plans shall also indicate the direction and size of all floor and ceiling joists, header sizes and any structural support columns or beams.
- d. Title block, graphic scale, north arrow, legend on each plan or detail.

**Roof Plan**

- a. Roof plan shall indicate **all** elements, peaks, valleys, chimneys, vents, parapets, etc. The plan shall show the roof slope on pitched roofs. The plan must show existing and proposed (with hatched poche').
- b. Title block, graphic scale, north arrow, legend on each plan or detail.

3. **Wall Section(s)** (minimum scale 1/2" = 1')

Wall sections from below the footer to above the highest element on the roof shall be submitted. A typical wall section may be permitted if the structure is the same on all sides. Sections through overhangs or special and significant architectural elements shall also be provided. Notations shall indicate the type of materials being used, dimensions, and insulation values. Section shall also have graphic scale.

4. **Exterior Elevations** (minimum scale 1/4" = 1')

Exterior elevations shall be provided for all sides of a new structure and any side modified by an alteration or addition. **Any submission which does not provide all**



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the necessary elevations will be deemed not complete. Elevations which do not provide adequate information shall be deemed not complete and will be tabled.

Exterior elevations shall include the following information. The information shall be shown in a graphic format with annotations:

- a. Exterior materials proposed. Additions or alterations shall match existing materials, including existing colors.
  - b. Show all proposed openings, doors, windows, etc.
  - c. Provide a color schedule of all elements.
  - d. On projects which propose an addition, and the entire exterior material is not being replaced, the addition shall not be flush with the existing building.
  - e. New roofing material for additions shall be continued to natural breaks, valleys, etc.
  - f. It is suggested that every attempt to place windows on all sides of the house be made. Windows for additions shall match the existing windows in color, style, shape, muntins and general size.
  - g. Elevation shall be labeled as to direction, i.e. north, south, etc. and have graphic scale.
  - h. All elements are to be dimensioned from finished including, but not limited to; finished floors, doors, windows, ceiling heights, projections, roof level, etc.
5. **Photographs** (one color set of all sides of the structure) Condominiums/*Multiple Structures, See below*

Submission shall include exterior **color** photographs. Photographs shall be of all sides of existing structures (where possible or applicable) Any **submission not having photographs at the time of the submission deadline will be deemed incomplete**. Photographs of new structures shall show the vacant land and the structures on either side of proposed construction. Photographs shall show any background buildings, if applicable.

6. **Material Samples** (one set)

Submit samples of all new materials being proposed. If matching existing materials, samples need not be submitted.



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**CONDOMINIUMS AND MULTIPLE UNIT STRUCTURES**

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

In addition to the requirements described above, submissions must include photographs of the entire structure, showing architectural elements of neighboring units.



If you are unsure if all the requirements are necessary for your project, please contact Monica Ferrante, Executive Assistant at 440-442-2626, Ext. 210 or [monicaferrante@mayfieldheights.org](mailto:monicaferrante@mayfieldheights.org) to clarify prior to submittal.