



City of Mayfield Heights

6154 Mayfield Road, Mayfield Hts., OH 44124
Phone: 440-442-2107 ~ Fax: 440-442-7662

Architectural Board of Review

Requirements for Submissions: Commercial, Institutional, and Multi-Family Buildings

Contents

General Information	2
Schedule of Meeting and Submission Dates; Fees	3
Submission Requirements: Commercial, Institutional, and Multi-Family Buildings	4



➤ **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 should be compatible with the architectural elements of the existing structure in terms of scale, architectural details, materials, and colors.

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.

➤ **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 within 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 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. (Ord. 1966-28. Passed 11-14-66)

PRELIMINARY SUBMITTAL:

For large projects, including new buildings, major additions, or substantial exterior alterations, the Architectural Board of Review requires the applicant to present a preliminary submission of plans prior to the formal consideration.

**City of Mayfield Heights
Architectural Board of Review**



Schedule of Meetings and Submission Dates:

MEETING DATE 3RD 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.

COMMERCIAL

Under 2,500 sq. ft.	\$ 75.00
2,501-7,500 sq. ft.	\$100.00
7,501 & over	\$150.00

- | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> - 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 held in the City Hall Council Chambers, 6154 Mayfield Road.

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.



➤ **PLEASE NOTE:** All Mayfield Road and SOM Center Road commercial projects, *including signs*, must comply with the standards in the Mayfield Heights Commercial Corridor Design Manual. The manual is available for viewing or download on the City of Mayfield Heights website: www.mayfieldheights.org – Building Department – Architectural Board of Review.

➤ Signage must be submitted on a separate application and be drawn to scale.

➤ **SUBMISSION REQUIREMENTS**

**COMMERCIAL, INSTITUTIONAL, AND MULTI-FAMILY BUILDINGS
NEW BUILDINGS, ADDITIONS AND/OR ALTERATIONS INCLUDING
AUXILIARY STRUCTURES AND AWNINGS**

***Four sets of the following**, except as noted below:

Digital submission must also be sent to the building department

Drawings (Required for all submittals)

All drawings shall be drawn to the scale, including signage.

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

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.

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

1. **Site Plan(s)** (minimum scale 1" = 100' - preferable scale 1" = 40')

The **Site Plan** must show the footprint of the building with the following items dimensioned:

- a. Front, side, and rear yard setbacks, including right-of-ways (Review zoning and any deed restrictions with the building department).
- b. Location of the proposed building in relation to the street, any drives, parking areas, tree lawn, parking lot, parking islands, and any other adjacent structures.

The site plan shall also show the following items:

- a. Legal Address.
- b. Zoning District from Mayfield Heights Zoning map, i.e. U-4, and Development District from Mayfield Heights Corridor Design Manual (if applicable) i.e. MU-N.



- c. Lot size, all lot dimensions, including all setbacks and right-of-way lines.
- d. Area of building(s), including all external structures, enclosures, etc., both new and existing, if applicable.
- e. Location of any easements.
- f. All finished floor elevations.
- g. Spot elevations at critical areas
- h. Location of existing structures on adjacent properties, including dimensions to adjacent properties.
- i. Height relationship information for structures on adjacent properties. Include height of proposed building and height of adjacent buildings.
- j. All parking information including, but not limited to: required number of spaces from either zoning regulation, provided number of parking spaces, handicap spaces, dimensions of parking lots, parking pavement markings, and interior parking lot movement.
- k. Dumpster enclosure location.
- l. Loading zone or loading docks.
- m. Site signage locations.
- n. Site lighting.
- o. Title block, graphic scale, north arrow, legend on each plan or detail.

2. **Landscape Plan(s)** (minimum scale 1" = 100' - preferable scale 1" = 40')

All Landscape designs shall meet the requirements of the Mayfield Heights Commercial Corridor Design Manual, in whole and specifically pages 6-34 through 6-48.

The plan must show the footprint of the building and complete site layout, both new and existing and at a minimum, indicate the following items:

- a. Composition of trees, shrubs, ground cover, lawns, courtyards, patios, entrance areas, etc.
- b. Landscape details brick paving, benches, planters, other open space amenities, outdoor furniture, water features, etc.
- c. Site lighting, including vehicular, pedestrian, and decorative.
- d. Storm water management plans and details (where applicable – review requirements with city engineer).
- e. Plant details, including legend, planting schedule, planting list, showing common name, genus and species, size/caliper, and any special comments.
- f. Title block, graphic scale, north arrow, legend.

3. **Floor Plans** (minimum scale 1/8" = 1')

Foundation Plan



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

- a. Footings dotted.
- b. 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. Plans should, at a minimum, indicate the following:

- a. Locations of all major elements of the plan, walls, windows, doors, fixed elements, toilet fixtures, kitchen equipment, retail layout, dining room layout, elevators, mechanical and electrical equipment rooms.
- b. Floor plans shall indicate the structural framing information.
- c. Title block, graphic scale, north arrow, legend on each plan or detail.

Demolition Plan(s) (If Applicable)

Demolition floor plans should be complete and show all construction to be altered or removed. The plans should show the new structure dashed in, if applicable. Plans should, at a minimum, indicate the following:

- a. Locations of all major elements of the plan, walls, windows, doors, fixed elements, toilet fixtures, kitchen equipment, retail layout, dining room layout, elevators, mechanical and electrical equipment rooms, etc.
- b. Title block, graphic scale, north arrow, legend on each plan or detail.

Roof Plan

Roof plan shall be complete and show all new and existing construction. If the project is an alteration or an addition, the plans should show the **ENTIRE** existing structure. Plans, at a minimum, should indicate the following:

- a. All wall elements, parapets, elevator penthouses, all mechanical equipment, signage, etc.
- b. Site planning and building design that indicates how the building takes advantage of environmental conditions. (from Mayfield Heights Commercial Corridor Design Manual.
- c. Roof materials and how they meet sustainability methods. (from Mayfield Heights Commercial Corridor Design Manual.
- d. North arrow
- e. 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 1/8" = 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 the necessary elevations will be deemed not complete.** 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. It is suggested that a colored rendering of the front elevation of all commercial, institutional, and multi-family buildings be presented at the time of review. The colors should be similar to the materials being proposed.
- e. If rooftop HVAC equipment is proposed, or if there are any architectural elements on the roof, these also must be shown, and it must be shown how they will be concealed from view. This may be shown in the elevations, or it may be necessary to submit a building cross section.
- f. Elevation shall be labeled as to direction, i.e. north, south, etc. and have graphic scale.
- g. All elements are to be dimensioned from finished including, but not limited to; finished floors, doors, windows, ceiling heights, projections, roof level, parapets, mechanical equipment, etc.

5. **Color Photographs/Colored Rendering** (one set)

Submission shall include exterior **color** photographs or rendering. **Photographs shall be of all sides of existing structures (where possible or applicable).** **Photographs of commercial buildings shall show adjacent structures.**

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

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

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

City of Mayfield Heights
Architectural Board of Review



proposed materials will be accepted. **Any submission not having material samples at the time of the meeting will be deemed incomplete.**



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 to clarify prior to submittal.