



# 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 No:
Applicant City/State/Zip:	
Applicant Email Address:	

### **PROJECT DETAILS:**

#### **RESIDENTIAL\*:** (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:					

**\*See full SUBMITTAL REQUIREMENTS for RESIDENTIAL and COMMERCIAL projects on the city's website at [www.mayfieldheights.org](http://www.mayfieldheights.org)**

#### **COMMERCIAL\*:** (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:				

#### **Fees for submittal:**

##### Residential:

For all new dwellings	\$50.00
Residential Additions or Alterations	\$10.00

##### Other than Residential:

Commercial Signs	\$75.00
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

**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.**

**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 (signage and building need to be dimensioned).
  - 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.

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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.

**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. Submittal requirements can be found on the City’s website, [www.mayfieldheights.org](http://www.mayfieldheights.org) or picked up at the Building Department. Contact Monica Ferrante, Building Department, [monicaferrante@mayfieldheights.org](mailto:monicaferrante@mayfieldheights.org), 440-442-2626, ext. 210, with any questions.

Applicant must be present at the meeting.

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

\_\_\_\_\_  
Date

**Office use only:**

Meeting Date:	ABR NO
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07/2021