



# City of Mayfield Heights

6154 Mayfield Road, Mayfield Hts., OH 44124

Phone: 440-442-2107 ~ Fax: 440-442-7662

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## 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**  
**Steve Ciciretto, Architect**  
**David Spehar, 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:** The Architectural Board of Review recommends 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.



Schedule of Meetings and Submission Dates:

<b>MEETING DATE 3<sup>RD</sup> THURSDAY 5:30 P.M.</b>	<b>SUBMISSION DEADLINE ONE WEEK</b>
January 17, 2019	January 10, 2019
February 21, 2019	February 14, 2019
March 21, 2019	March 14, 2019
April 18, 2019	April 11, 2019
May 16, 2019	May 9, 2019
June 20, 2019	June 13, 2019
July 18, 2019	July 11, 2019
August 15, 2019	August 8, 2019
September 19, 2019	September 12, 2019
October 17, 2019	October 10, 2019
November 21, 2019	November 14, 2019
December 19, 2019	December 12, 2019

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 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. 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

- 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](http://www.mayfieldheights.org) – Building Department – Architectural Board of Review.

➤ Signage must be submitted on a separate application.

➤ **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:

Drawings (Required for all submittals)

All drawings shall be drawn to the scale.

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** (minimum scale 1" = 100' - preferable scale 1" = 40')

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)
- 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. Address
- b. All lot dimensions
- c. Location of all chimneys, overhangs and stairways as they relate to the setback requirements
- d. Location of any easements



- e. All finished floor elevations
- f. Location of existing structures on adjacent properties.
- g. Height relationship information for structures on adjacent properties.

2. **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. Complete structural framing information
- c. Complete drainage information including footer drains and downspouts

**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, steps, chimneys, fireplaces, etc.
- b. Floor plans shall indicate the structural framing information.

**Roof Plan**

Roof plan shall indicate **all** elements, parapets, elevator penthouses, etc. The plans must show existing and proposed.

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.

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.

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 side 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.



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