

# CITY OF PEPPER PIKE

28000 Shaker Blvd., Pepper Pike, Ohio 44124

216-896-6134/Fax: 216-831-1160

Attached you will find procedures for submitting plans for review by the Pepper Pike Architectural Review Board. YOU ARE REQUIRED TO BE IN ATTENDANCE AT THE MEETING. IF YOU ARE NOT PRESENT, THE PLANS WILL NOT BE REVIEWED. Also attached is a list of the submittal and meeting dates that will be held in 2018. PLEASE NOTE THE SUBMITTAL DEADLINE IS FRIDAY'S PRIOR TO 11:30 a.m.

The charge for submitting plans is as follows (Each review as per Ordinance 1993-05)

Special Meeting	\$ 300.00
Fences	60.00
New Houses (Preliminary and Final)	135.00
Additions, Decks, Pools, Sheds, Etc.	75.00
Commercial: Up to 2500 square feet	75.00
2501 square feet to 7,500 square feet	100.00
7501 square feet and over	150.00

The above fees must be paid EACH TIME plans are submitted or resubmitted.

When submitting plans for new houses the following is required:

- 2 sets of drawings
- 2 site plans for Preliminary Review
- 4 sets Topo's for Final Review
- Photos of houses on either side and across the street
- \$135.00 fee (each review)
- Construction documents must be submitted for approval according to Section 106.1 of the O.R.C.
- Construction documents must conform to Section 106.1.1 of the O.R.C.

When submitting plans for additions, decks, etc., the following is required:

- 2 sets of drawings
- 2 site plans with addition drawn
- 4 sets of Topo's for Final Review (if required)
- Photos of existing area where addition, etc., will be built
- Approval from neighborhood (if applicable)
- \$75.00 fee (each review)
- Construction documents must be submitted for approval according to Section 106.1 of the O.R.C.
- Construction documents must conform to Section 106.1.1 of the O.R.C.

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_ Fax No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Brief description of work to be done: \_\_\_\_\_

## **PROJECT INFORMATION:**

### INFORMATION ACCOMPANYING THIS APPLICATION

- |   |  |
|---|--|
| <input type="checkbox"/> Site Plan          | <input type="checkbox"/> Cross Section(s) & Construction Details |
| <input type="checkbox"/> Floor Plan(s)      | <input type="checkbox"/> Color Photographs                       |
| <input type="checkbox"/> Foundation Plan(s) | <input type="checkbox"/> Material Samples & Literature           |
| <input type="checkbox"/> Elevation(s)       | <input type="checkbox"/> Fee                                     |

### PLANS SUBMITTED FOR:

- |   |
|---|
| <input type="checkbox"/> Initial Submission |
| <input type="checkbox"/> Resubmission       |
| <input type="checkbox"/> Preliminary Review |
| <input type="checkbox"/> Staff Review       |

Addition/New Building Square Footage: \_\_\_\_\_ Use Group: \_\_\_\_\_

Height of Building: \_\_\_\_\_ Lot Size Square Footage: \_\_\_\_\_ Lot Depth: \_\_\_\_\_ Lot Width: \_\_\_\_\_

Rear Yard Lot Area: \_\_\_\_\_ Side Yard Setback: Left: \_\_\_\_\_ Right: \_\_\_\_\_

Rear Yard Setback: \_\_\_\_\_ Front Yard Setback: \_\_\_\_\_

Length of wall along side property lines: \_\_\_\_\_

Variance Required:  Yes  No

All submissions must be complete and accurate at the time of application.

**MINIMUM REQUIREMENT FOR PLAN REVIEW**  
**BY THE PEPPER PIKE ARCHITECTURAL BOARD**

**I. PRELIMINARY APPROVAL:**

- A. Plans will not be reviewed by the A.R.B. unless a representative is present.
- B. Submit seven (7) days prior to scheduled A.R.B. meeting before 11:30 p.m. on Friday.
- C. Submit two (2) copies of drawings as follows:
  - 1. Site Plan 1" = 20'
  - 2. Foundation Plan 1/4" = 1'-0"
  - 3. 1<sup>st</sup> and 2<sup>nd</sup> floors 1/4" = 1'-0"
  - 4. Floor Elevations 1/4" = 1'-0"
  - 5. Pictures of adjacent houses (each side and two across the street)

**II. FINAL APPROVAL:**

- A. Plans will not be reviewed by the A.R.B. unless a representative is present.
- B. Submit seven (7) days prior to schedule A.R.B. Meeting - before 11:30 p.m. on Friday.
- C. Submit two copies of drawings as follows:
  - (new houses must also submit four sets of Topo's)
  - 1. Site Plan: (Stamped by registered surveyor) 1" = 20'- include existing and future grades, building floor elevations, adjacent buildings and floor elevations, sewer inverts, R/W, lot dimensions and bearings, North Arrow, building setback, sidelines and rear yard, driveways, walks and patios, locations of utilities and service to residence.
  - 2. Foundation: Basement plan, including structural first floor framing, steel beams, posts and footings, floor drain, furnace and hot water heater locations.
  - 3. First and Second Floor: Including structural floor framing of space above, flitch plates, headers and beams (including calculations for beams over 8'-0" showing results for strength, shear, and deflection).
  - 4. Elevations: Including floor to floor heights and ridge to chimney top. Organization and alignment of windows and doors when appropriate. Elevations shall represent 360 degrees architecture.
  - 5. Cross-Section: Building cross-section at 1/4" = 1'0" showing all framing foundations, roof structure, roof slopes. Selection should be indicative of the typical construction of the building.
  - 6. Wall Section: At 3/4" = 1'0" detailing construction, insulation, foundation, ventilation and details. Include 1-1/2" – 1'0" eave detail section.
  - 7. Fireplaces: Dimension plan including fireplace opening, depth and width of hearth. Fireplace section shall be drawn at 3/4" = 1'0" scale with dimensions of opening height, hearth construction and flue sizes.
  - 8. Color Schedule: Shall include colors of siding, masonry, trim and roofing. Submit samples of masonry, siding, trim, and roofing.
  - 9. Mechanical Drawings: Shall include plumbing, HVAC calculations and equipment sizing, all supply and return duct layouts and sizes, and location and sizes of all supply and return registers.
  - 10. Electrical Drawings: Shall include service size and location and main distribution center and transformer location, and location of all outlets, switches, light fixtures, electric equipment and G.F.C.I.'s per governing code.
  - 11. Deck Drawings: Shall meet the same requirements as all other building projects in the City of Pepper Pike.

**III. SUBMISSION:**

- A. When drawings are subject to neighborhood approval, a representative shall deliver one copy of drawings to the neighborhood committee chairman or designated alternate for their review.
- B. Any change from approved drawings must be resubmitted to and approved by the Architectural Review Board. Fee applies.
- C. Meetings shall be held on Friday mornings at 8:30 am (except November and December when there will be only one meeting – check with Building Department for date).
- D. Projects shall be reviewed in the same order that they are received by the Building Department.

**IV. ARB MEMBERS:**

- |                         |                  |
|-------------------------|------------------|
| Dick Kawalek            | Cynthia Eickhoff |
| Charles Fazio           | Jeff Scheinberg  |
| John Brown (alternate)  | Robert Smith     |
| Bill Childs (alternate) |                  |

**2018**

**CITY OF PEPPER PIKE**

**ARCHITECTURAL REVIEW BOARD MEETINGS**

<b><u>Plans to be in by 11:30 a.m.</u></b>	<b><u>Meetings held at 8:30 am</u></b>
January 5	January 12
January 19	January 26
February 2	February 9
February 16	February 23
March 2	March 9
March 16	March 23
April 6	April 13
April 20	April 27
May 4	May 11
May 18	May 25
June 8	June 15
June 22	June 29
July 6	July 13
July 20	July 27
August 3	August 10
August 17	August 24
September 7	September 14
September 21	September 28
October 5	October 12
October 19	October 26
November 9	November 16
December 7	December 14