

CITY OF PEPPER PIKE

28000 Shaker Blvd., Pepper Pike, Ohio 44124

216-896-6134 building@pepperpike.org

***** As of April 2022 ABR meetings will be back in person at Pepper Pike City Hall in Council Chambers. Applicants must submit a single pdf via email as well as two paper copies to the Building Department by the submission date. Please note that 2024 meetings are not always on the 2nd and 4th Fridays of the month.*****

Attached you will find the application, calendar and procedures for submitting plans for review by the Pepper Pike Architectural Board of Review. *The application must be completed and part of the submission. You are required to attend the meeting. If you are not present, the plans will not be reviewed. Please note the submittal deadline is on Fridays prior to 11:30 am. Application spots for each meeting's agenda are filled on a first come, first served basis. On occasion the total number of applications for a specific meeting may have to be limited. Any application received after a cutoff will be placed on the next scheduled meeting's agenda.*

PLEASE REVIEW ALL INFORMATION TO ENSURE A COMPLETE SUBMISSION.

The charge for submitting plans is as follows

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.

Property Address: _____

Property Owner: _____ Phone No.: _____

Name of Applicant: _____ Phone No.: _____

Address of Applicant: _____ Email: _____

City: _____ State: _____ Zip: _____

Brief description of work to be done: _____

PROJECT INFORMATION:

INFORMATION ACCOMPANYING THIS APPLICATION

- Site Plan
- Cross Section(s) & Construction Details
- Floor Plan(s)
- Color Photographs
- Foundation Plan(s)
- Material Samples & Literature
- Elevation(s)
- Fee

PLANS SUBMITTED FOR:

- Initial Submission
- Resubmission
- Preliminary Review
- 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.

2024

CITY OF PEPPER PIKE

ARCHITECTURAL REVIEW BOARD MEETINGS

<u>Plans to be in by 11:30 a.m.</u>	<u>Meetings held at 8:30 am</u>
December 29	January 5
January 12	January 19
January 26	February 2
February 9	February 16
February 23	March 1
March 8	March 15
March 29	April 5
April 12	April 19
April 26	May 3
May 10	May 17
May 31	June 7
June 14	June 21
July 5	July 12
July 19	July 26
August 2	August 9
August 16	August 23
September 6	September 13
September 20	September 27
October 4	October 11
October 18	October 25
November 8	November 15
December 6	December 13

PEPPER PIKE ARCHITECTURAL BOARD OF REVIEW

ABR Members:

Cindy Eickhoff Charles Fazio
Hassan Gardezi Dick Kawalek
Robert Smith

All structures, additions, fences and any exterior alterations including material and location changes, must be approved by the Architectural Board of Review (ABR) prior to issuance of a building permit.

The purpose of the Board is to evaluate all projects to avoid excessive dissimilarity, or excessive similarity to other buildings; and to avoid inappropriate designs or those which may produce harmful effects on the neighborhood.

Additional information about the Board may be found in Chapter 1450 of the codified ordinances of Pepper Pike, available online. <https://codelibrary.amlegal.com/codes/pepperpike/latest/overview>

Plans will not be reviewed without a representative present at the meeting.

Additional requirements may apply for Building Dept. review such as additional plans, details and applications- see Residential/Commercial Submittal Packets.

All submissions must include the completed ABR application and payment as noted.

Any change from approved drawings must be resubmitted to and approved by the Architectural Review Board.

Projects shall be reviewed in the same order that they are received by the Building Department

Scale should be as noted

- | | |
|---|------------|
| 1. Site Plan | 1" = 20' |
| 2. Foundation Plan | ¼" = 1'-0" |
| 3. 1 st and 2 nd floors | ¼" = 1'-0" |
| 4. Building Elevations | ¼" = 1'-0" |

Color schedules should include colors of siding, masonry, trim and roofing. Submit samples of masonry, siding, trim, and roofing.

Sterling Lakes HOA approval is required prior to ABR approval when necessary.

Minimum submission requirements for review:

(additional information may be required)

NEW FENCES, submit two sets of the following:

- Property line survey showing location of fence, house and driveway. Survey may be hand-drawn if replacing an existing fence. or fence more than 4' from property lines.
- Google Earth photo of property and surrounding area
- Photos of house
- Drawings or photos of proposed fence, color, and materials

NEW SHEDS, submit two sets of the following:

- Property line survey showing location of shed, house and driveway. Survey may be hand-drawn if shed is more than 3' from setback requirements.
- Google Earth photo of property and surrounding area
- Photos of house
- Drawings or photos of proposed shed, showing all elevations with dimensions, and a list of colors and materials

SIGNS, submit two sets of the following:

- Site plan showing location of sign and adjacent streets
- Photos of building for which sign is proposed
- Scale drawing of sign, indicating dimensions, colors, and construction

HOUSE ADDITIONS, submit two sets of the following:

All drawings to be accurately drawn to scale.

- Site plan showing location and shape of house, driveway, property lines, and proposed addition. Land contours should be shown if significant. Indicate landscaping changes 1" = 20' scale or larger
- Google Earth photo of property and surrounding area
- Legible full photos of all four sides of the house
- Floor plan showing existing and new construction 1/4" = 1'-0"
- Full elevation of the main facade of the house where addition will be attached
- Elevations of all sides of the proposed addition, showing materials 1/4" = 1'-0"
- Roof plan and building or wall sections as necessary to explain construction
- Samples of new materials if different from existing house

NEW HOUSES (minimum two reviews), **submit two sets of the following:**

Preliminary review:

- Schematic site plan showing proposed house, driveway, property lines and tree removal area
- Google Earth photo of property and surrounding area
- Photos of adjacent houses and houses across the street
- Preliminary floor plans of all levels
- Preliminary elevations of major facades

Final review:

All drawings to be accurately drawn to scale

- Site plan showing location and shape of proposed house, driveway, and property lines. Land contours should be shown. Indicate new landscaping and any large trees to be removed 1"= 20' scale or larger. **Submit FOUR sets**
- Floor plans of each level 1/4" = 1'-0"
- Complete final elevations of all sides of the building, showing materials and correct grade along building perimeter 1/4" = 1'-0"
- Roof plan and building or wall sections as necessary to explain construction
- Samples of all major exterior materials to be used
- A scale site plan with landscape design proposal, nature and size of plantings. A final Certificate of Occupancy will not be issued without landscape plan approval.

CONDOMINIUMS OR CLUSTER HOMES (minimum three reviews), **submit two sets of the following:**

Conceptual review:

- Preliminary approval of General Development Plan by Planning Commission
- Site plan to scale, showing different building types and location of all adjacent buildings, as well as all requirements of Planning Commission submission
- Google Earth photo of property and surrounding area
- Photos of adjacent buildings and those across street from development
- Preliminary floor plans and elevations or renderings of all building types

Preliminary review:

- All drawings to be accurately drawn to scale
- Scale site plan as above with landscape design proposal, nature and size of plantings
- Scale floor plans and elevations of all building types

- Color palettes and material selections for each building type
- Elevation views of development along new and existing streets

Final review:

- Scale site plan as above, showing final grading and final proposed landscaping, final building type distribution and colors as approved by Planning Commission
- Scale floor plans and complete elevations of each building showing all materials and features at 1/4" = 1'-0"
- Roof plan and building or wall sections as necessary to explain construction
- Samples and listing of all major exterior materials to be used
- Scale drawings or illustrations of entry features, light poles, fences, and any other amenities or features

COMMERCIAL OR INSTITUTIONAL BUILDINGS: (minimum three reviews), **submit two sets of the following:**

Conceptual review:

- Site plan to scale, showing the building shape and location of all adjacent buildings, as well as all driveways, parking areas and conceptual landscaping
- Google Earth photo of property and surrounding area
- Photos of adjacent buildings and those across street
- Preliminary floor plans and elevations or renderings of the building

Preliminary review:

- Scale site plan as above with landscape design proposal, nature and size of plantings
- Scale floor plans and elevations of all building facades
- Color palettes and material selections

Final review:

- Scale site plan as above, showing grading and final proposed landscaping, final building, parking, and ancillary features 1" = 20' minimum
- Scale floor plans and complete elevations of all sides of building showing all materials 1/4" = 1'-0"
- Roof plan and building or wall sections as necessary to explain construction Samples and listing of all major exterior materials to be used
- Scale drawings or illustrations of entry features, light poles, fences, and any other related amenities or features

MISCELLANEOUS STRUCTURES

DECKS AND PATIOS (if more than 6" above grade), submit two sets of the following:

- Site plan showing location of deck or patio, shape of house, proximity to property lines.
- Plan and elevation drawings to scale with dimensions
- Photos of affected sides of house
- Google Earth view of property

POOLS, submit two sets of the following:

- Site plan showing property lines, location of house and pool and pool deck and fence, and location and screening of pool equipment. Site plan must show distance to neighboring houses and all dimensions for pool and surrounding paving.
- Information on pool and pool decking material
- Fence may be separate submittal or include required info for fence review
- Photos of house and yard
- Google Earth view

SIDING AND/OR ROOFING MATERIAL CHANGE, submit two sets of the following:

- Photo of existing siding/roofing and full front of house
- Samples or brochure describing proposed new material and color
- Drawing to indicate area of siding/roofing to be changed
- Google Earth view

MOVING/ADDING/ALTERING WINDOWS, DOORS, DORMERS, ETC., submit two sets of the following:

- Photos of affected sides of house, existing windows or dormers
- Scale drawing of house showing the appearance with proposed changes