

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 2020. PLEASE NOTE THE SUBMITTAL DEADLINE IS FRIDAYS PRIOR TO 11:30 a.m.

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

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|---------------------------------------|-----------|
| 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.

***** As of May 2020, due to Coronavirus social distancing requirements, all ABR meetings are being held on Zoom. This requires all projects to be submitted in pdf form. A single pdf, that includes all plans, photographs, materials, Google Earth views, etc., must be emailed to the Building Department (building@pepperpike.org) by the submission date and time. Incomplete submissions will not be added to the agenda.**

When submitting plans for new houses the following is required: (Single pdf only at this time)

- Set of drawings
- Site plans for Preliminary Review
- 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: (Single pdf only at this time)

- Set of drawings
- Site plans with addition drawn
- Set 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

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

**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 a.m. on Friday.
- C. Submit a single pdf of drawings as follows:
 - 1. Site Plan 1" = 20'
 - 2. Foundation Plan 1/4" = 1'-0"
 - 3. 1st and 2nd 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 a.m. on Friday.
- C. Submit a single pdf 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 twice a month (except December when there will be only one meeting).
- 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 | Hassan Gardezi |
| Bill Childs (alternate) | Robert Smith |

2022

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> |
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| | |
| January 7 | January 14 |
| January 21 | January 28 |
| February 4 | February 11 |
| February 18 | February 25 |
| March 4 | March 11 |
| March 18 | March 25 |
| April 1 | April 8 |
| April 22 | April 29 |
| May 6 | May 13 |
| May 20 | May 27 |
| June 3 | June 10 |
| June 17 | June 24 |
| July 8 | July 15 |
| July 22 | July 29 |
| August 5 | August 12 |
| August 19 | August 26 |
| September 9 | September 16 |
| September 23 | September 30 |
| October 7 | October 14 |
| October 21 | October 28 |
| November 11 | November 18 |
| December 9 | December 16 |