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)

- **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.

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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:____________________________________________________________________

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**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.
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 two (2) copies of drawings as follows:
      1. Site Plan
      2. Foundation Plan
      3. 1st and 2nd floors
      4. Floor Elevations
      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 two copies of drawings as follows:
      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 ¼" = 10" showing all framing foundations, roof structure, roof slopes. Selection should be indicative of the typical construction of the building.
      7. Fireplaces: Dimension plan including fireplace opening, depth and width of hearth. Fireplace section shall be drawn at ¾" = 10" 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
   Jeff Scheinberg
   Bill Childs (alternate)
   Robert Smith
2020
CITY OF PEPPER PIKE
ARCHITECTURAL REVIEW BOARD MEETINGS

<table>
<thead>
<tr>
<th>Plans to be in by 11:30 a.m.</th>
<th>Meetings held at 8:30 am</th>
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