

CITY OF PEPPER PIKE

28000 Shaker Blvd., Pepper Pike, Ohio 44124
216-896-6134/Fax: 216-831-1160

***** 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.***

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: (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	Jeff Scheinberg
Bill Childs (alternate)	Robert Smith

2020

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ARCHITECTURAL REVIEW BOARD MEETINGS

<u>Plans to be in by 11:30 a.m.</u>	<u>Meetings held at 8:30 am</u>
January 3	January 10
January 17	January 24
February 7	February 14
February 21	February 28
March 6	March 13
March 20	March 27
April 3	April 9 (Thursday)
April 17	April 24
May 8	May 15
May 22	May 29
June 5	June 12
June 19	June 26
July 10	July 17
July 24	July 31
August 7	August 14
August 21	August 28
September 4	September 11
September 18	September 25
October 9	October 16
October 23	October 30
November 6	November 13
December 4	December 11