

PEPPER PIKE ARCHITECTURAL BOARD OF REVIEW

***** 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.***

All structures, fences, or additions 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.

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

Additional requirements apply for Building Dept. review - see Residential/Commercial Submittal Packets.

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

Minimum submission requirements for review:

NEW FENCES, submit 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 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, with list of colors and materials

SIGNS, submit 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 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 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

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 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 the following:

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

POOLS, submit 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.
- Fence may be separate submittal or include required info for fence review

SIDING MATERIAL CHANGE, submit the following:

- Photo of existing siding and full front of house
- Samples or brochure describing proposed new material and color

- Drawing to indicate area of siding to be changed

MOVING/ADDING/ALTERING WINDOWS OR DORMERS, submit the following:

- Photos of affected sides of house, existing windows or dormers
- Scale drawing of house with proposed change

GENERATORS, submit the following:

- Site plan drawing showing generator location relative to house
- If generator is not in rear yard, include photo of location area, show proximity to neighboring houses, and landscape screening