

**CITY OF WICKLIFFE
ARCHITECTURAL REVIEW BOARD
FOR: EUCLID AVENUE**

Submissions must be delivered four (4) weeks prior to meeting, to the Wickliffe Building Department located at 28730 Ridge Road, Wickliffe, Ohio 44092. **All submissions must be complete at the time of application.** Any submission that is not complete and does not contain all of the required submittal items will **not** be accepted.

Meetings are held the first Thursday of each month. Meetings are held in the Council Chambers at Wickliffe City Hall at 7:00 pm. Property owner or designee capable of presenting and discussing your request must be in attendance. The Board will not consider cases in which a representative is not in attendance. Note: *The schedule is subject to change.* Contact the Building Department at (440) 943-7115 to confirm submission deadlines and meeting dates.

SUBMISSION REQUIREMENTS:

Commercial, Institutional, Business and Multi-Family Buildings

New Buildings, Additions and/or Alterations, Including Single-Family Houses

Auxiliary Structures

Four sets of drawings are required for all of the following submittals except as noted. All drawings shall be drawn to the scale indicated and shall be stamped by an architect or engineer registered in the State of Ohio. An index of all drawings shall be indicated on the first sheet.

1. **Site Plan** (1" = 40')

The site plan must show the location of the building on the parcel. Outlines of buildings on adjacent parcels must also be shown. The plan must show the footprint of the building with the following items dimensioned:

- A. Front, side and rear yard setbacks (Review zoning and any deed restrictions with the building department)
- B. Location of proposed building in relation to the street, any drives, parking areas, tree lawn, parking lot, parking islands, and any other adjacent structures exposed on Euclid Avenue.

The site plan shall also show the following items:

- 1. Permanent parcel number, subplot number, address
- 2. All dimensions

3. Location of all chimneys, overhangs and stairways as they relate to the setback requirements.
4. Location of any easements
5. Grading and drainage plan, including all necessary existing and proposed catch basins and drainage piping, including downspouts
6. All finished floor elevations
7. Finished grades and location of existing structures on adjacent properties. First-floor elevations for existing structures on adjacent properties.
8. Height relationship information for structures on adjacent properties.

2. **Floor Plans** (minimum scale 1/8" = 1')

A. **Foundation Plan**

Plans must include a complete footer and foundation plan. Plans must indicate, at a minimum, the following:

1. Footings dotted
2. Complete structural framing information
3. Complete drainage information including footer drains and downspouts

B. **Floor Plan(s)**

Floor plans shall be complete and show all new construction. If the project is an alteration or an addition, the plans shall show the **entire** existing structure. Plans must, at a minimum, indicate the following.

1. Locations of all major elements of the plan, walls, windows, door steps, appliances, chimneys, fireplaces, etc.
2. Electrical plans and HVAC plans may be shown on the plans or on separate electrical and mechanical plans.
3. Floor plans shall indicate the structural framing information.

C. **Roof Plan**

Roof plan shall indicate **all** elements, parapets, elevator penthouses, etc. If an addition, the plans must show the existing structure.

3. **Wall Section(s)** (minimum scale 1/2" = 1')

Wall sections from below the footer to above the highest element on the roof shall be submitted. A typical wall section may be permitted if the structure is the same on all sides. Sections through overhangs or special and significant architectural elements shall also be provided. Notations shall indicate the type of materials being used, dimensions, and insulation values.

4. **Exterior Elevations** (minimum scale 1/8" – 1")

Exterior elevations shall be provided for all sides of a new structure and any side modified by an alteration or addition. **Any submission which does not provide all the necessary elevations will be deemed not complete.** Exterior elevations shall include the following information. The information shall be shown in a graphic format with annotations.

- A. Exterior materials proposed. Additions or alterations shall match existing materials, including existing colors.
- B. Show all proposed openings, doors, windows, etc.
- C. Provide a color schedule of all elements.
- D. Elevations shall show relationships to existing surrounding adjacent buildings (including those to the rear) showing the height of elements and the distance from those structures.
- E. It is suggested that a colored rendering of the exterior elevation of all commercial, institutional, and multi-family buildings be presented at the time of review. The colors should be similar to the materials being proposed.
- F. If rooftop HVAC equipment is proposed, or if there are any architectural elements on the roof, these also must be shown and it must be shown how they will be concealed from view. This may be shown in the elevations or it may be necessary to submit a building cross section.

5. **Photographs**

One set of **color** photographs of the exterior shall be submitted. Photographs shall be of all sides of existing structures where possible or applicable. Photographs of commercial buildings shall show adjacent structures. Photographs of new structures shall show vacant land and the structures on either side of the proposed construction.

6. **Material Samples**

All exterior finished materials including roofing. One set of samples of proposed materials shall be submitted. If the proposed materials match existing materials, samples need not be submitted.

7. **Cash Deposit**

A cash deposit/fee of a minimum of five-hundred (\$500.00) dollars shall be submitted with application. Checks payable to: City of Wickliffe

8. **Fee**

\$100.00 per hour for Architectural Review

Raymond F. Sack, Jr., CBO
Building Commissioner

ARCHITECTURAL REVIEW BOARD
APPLICATION FOR APPEARANCE

FOR: EUCLID AVENUE

Date: _____

I, the undersigned, do hereby request an appearance before the City of Wickliffe Architectural Review Board concerning the following:

Name: _____

Representative Name: _____

LOCATION/ADDRESS: _____

Telephone No. _____

OWNER OF PROPERTY: _____

LOCATION OF PROPERTY: _____

DATE OF MEETING: _____

13 Sets of plans Rec'd. _____

500.00 Deposit Rec'd. _____ Receipt No. _____

DEPOSIT/REFUND ACCOUNT: CITY OF WICKLIFFE

REFUND ANY REMAINING TO: _____

OFFICE USE: _____

Approved by:

Amount: \$ _____

Account: 806.000.51601