

HERITAGE ARCHITECTURAL REVIEW BOARD  
(H.A.R.B)

2022 Meeting Schedule

Submittal Deadline	Meeting Date
January 14, 2022	January 27, 2022
February 11, 2022	February 24, 2022
March 11, 2022	March 24, 2022
April 15, 2022	April 28, 2022
May 13, 2022	May 26, 2022
June 10, 2022	June 23, 2022
July 15, 2022	July 28, 2022
August 12, 2022	August 25, 2022
September 9, 2022	September 22, 2022
October 14, 2022	October 27, 2022
December 9, 2022	December 22, 2022

*Please note: In November, the 4<sup>th</sup> Thursday of the month is Thanksgiving. Should a meeting be necessary that month, HARB will determine when a quorum can convene. We apologize for any inconvenience.*

CITY OF BEREA

***HERITAGE ARCHITECTURAL REVIEW BOARD***

Technical Advisor to the Municipal Planning Commission

Application to Appear Before H.A.R.B.

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Reason for Appearance before H.A.R.B.

Signage

Site Work

Renovation

Amenities to Existing Structure

New Structure

Other \_\_\_\_\_

Demolition

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1) Applicant's Information:

Name _____	
Address _____	
Phone _____	Fax _____
Site Address _____	Permanent Parcel No. _____
Email Address _____	

2) Owner's Information (if different from above):

Name _____	
Address _____	
Phone _____	Fax _____
Email Address _____	

3) Contractor/Architect information (if applicable):

Name _____	
Address: _____	
Phone _____	Fax _____
Email Address _____	

**\*A copy of the meeting agenda will be mailed to each provided email address.**

# HERITAGE ARCHITECTURAL REVIEW BOARD

## SUBMITTAL GUIDELINES FOR SIGNAGE

If any of these requirements are NOT met by the submittal deadline, you may be removed from the meeting agenda.

- 1) **SUBMITTAL DEADLINES:** Please review the meeting schedule. Materials must be received in the correct format and by the submittal deadline, or they will not be added to the corresponding meeting agenda.
- 2) **SUBMITTAL PACKET:** All Submittal Packets must include the **Application to Appear**, a **Letter of Intent**, and a signed copy of this **Submittal Guideline sheet** (*see signature line below*). Packets may also include some or all of the following: Site Plan, Elevations, Photographs and Color/Material Samples, all of which are explained in greater detail below.
- 3) **NUMBER OF COPIES:** 13 copies of your complete submittal packet are required by the submittal deadline.
- 4) **LETTER OF INTENT:** The Letter of Intent should be a brief description of your proposal.
- 5) **SITE PLAN:** The site plan must detail the desired placement and position of the Sign.
- 6) **DRAWINGS:** We ask that you submit **color** photos and/or renderings of the proposed Sign, complete with all necessary measurements.
- 7) **COLOR & MATERIAL SAMPLES:** Color and material *descriptions* are required with your submittal, but *samples* may be brought to the meeting. No samples are necessary with your submittal packet.
- 8) **LANDSCAPE PLAN:** Ground mounted signs must include a detailed landscape plan, complete with the name and number of each type of planting. Landscaping requirements can be found in Section 303.19 of the Zoning Code.
- 9) **PHOTOGRAPHS:** Photographs of the site and neighboring properties are encouraged for every application, and may be brought to the meeting.
- 10) **FEES:** Fees must be paid by either cash or check. **The \$35 application fee is separate from the permit fee.**
- 11) **MEETING REPRESENTATION:** The applicant, owner, agent or designated representative is required to be present at the Heritage Architectural Review Board meeting. If no one is present, the application will be tabled.
- 12) **PLEASE NOTE:** Pole signs are **NOT** permitted in the City of Berea.

*\*Please sign below to acknowledge that you have reviewed the submittal guidelines listed above.*

\_\_\_\_\_  
Signature of Applicant, Owner or Agent

\_\_\_\_\_  
Date

# H.A.R.B. AREA

(in addition to any structures over 100 yrs.)

