

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

2023 Meeting Schedule

Submittal Deadline	Meeting Date
January 13, 2023	January 26, 2023
February 10, 2023	February 23, 2023
March 10, 2023	March 23, 2023
April 14, 2023	April 27, 2023
May 12, 2023	May 25, 2023
June 9, 2023	June 22, 2023
July 14, 2023	July 27, 2023
August 11, 2023	August 24, 2023
September 15, 2023	September 28, 2023
October 13, 2023	October 26, 2023
October 27, 2023	November 9, 2023 (if necessary)
December 15, 2023	December 28, 2023

CITY OF BEREA

HERITAGE ARCHITECTURAL REVIEW BOARD

Technical Advisor to the Municipal Planning Commission

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

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

Signage

Site Work

Renovation

Amenities to Existing Structure

New Structure

Other _____

Demolition

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