

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

2018 Meeting Schedule

Submittal Deadline	Meeting Date
January 12, 2018	January 25, 2018
February 19, 2018	February 22, 2018
March 9, 2018	March 22, 2018
April 13, 2018	April 26, 2018
May 11, 2018	May 24, 2018
June 15, 2018	June 28, 2018
July 13, 2018	July 26, 2018
August 10, 2018	August 23, 2018
September 14, 2018	September 27, 2018
October 12, 2018	October 25, 2018
November 16, 2018	November 29, 2018
December 14, 2018	December 27, 2018

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

H.A.R.B. AREA

(in addition to any structures over 100 yrs.)

