

# Heritage Architectural Review Board

## Check List For Applicants

H.A.R.B. Meeting Date \_\_\_\_\_

\_\_\_\_\_  
Name Of Applicant If Owner

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Name If Other Than Owner

\_\_\_\_\_  
Company Name

- 1) \_\_\_\_\_ 12 Copies of application for review.
- 2) \_\_\_\_\_ Is there a sign? If so, must fill out sign application.  
(Color renditions and material samples)
- 3) \_\_\_\_\_ 12 copies of plot plan for new house and/or addition.
- 4) \_\_\_\_\_ 12 copies of elevations, etc.
- 5) \_\_\_\_\_ Photographs of adjacent and existing properties.
- 6) \_\_\_\_\_ 12 copies of a letter in intent.
- 7) \_\_\_\_\_ Color samples.
- 8) \_\_\_\_\_ Material samples.
- 9) \_\_\_\_\_ Is there a variance?
- 10) \_\_\_\_\_ Do you go before the Planning Commission? (Yes or No)

You must have everything checked above in order to go before the  
H.A.R.B. Review Board.

P.C. Date \_\_\_\_\_  
H.A.R.B. Date \_\_\_\_\_

City of Berea  
**Heritage Architectural Review Board**  
Technical Advisor to Municipal Planning Commission

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Applicant: \_\_\_\_\_

Owner: \_\_\_\_\_

Architect: \_\_\_\_\_

Address of Site: \_\_\_\_\_

Proposed Project:

\_\_\_\_ Signage      \_\_\_\_ New Structure      \_\_\_\_ Site Work

\_\_\_\_ Renovation      \_\_\_\_ Amenities to Existing Structure      \_\_\_\_ Other

Describe project: (Attach dwgs./photos—including photos of adjacent properties) \_\_\_\_\_

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Applicant's Signature \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\* NOTE: ATTACH (12) COPIES OF ALL REQUIRED EXHIBITS \*\*\*