

CHAGRIN FALLS ARCHITECTURAL BOARD OF REVIEW **PROCEDURES FOR SUBMITTING PLANS FOR APPROVAL**

Introduction:

The Minimum Requirements for Construction Drawings are extracted from Village Ordinances and the Ohio Residential Code. Procedures have been established by the Architectural Board of Review to assist the architect and builder in providing acceptable plans for review by the Village Building Department, and to establish an orderly flow of documents through the several steps of review, as follows:

The Chief Administrative Officer (CAO) and/or his appointed Building Inspector reviews projects for compliance with the Zoning Code. Zoning Code approval is necessary prior to review by the Architectural Board of Review.

Residential work up to three (3) family: Is reviewed for plan review for code compliance with the Ohio Residential Code.

Commercial work: Must also be submitted to the State of Ohio Department of Industrial Compliance 1-800-523-3581. Commercial work involving changes to the exterior elements that must also be approved by the ABR.

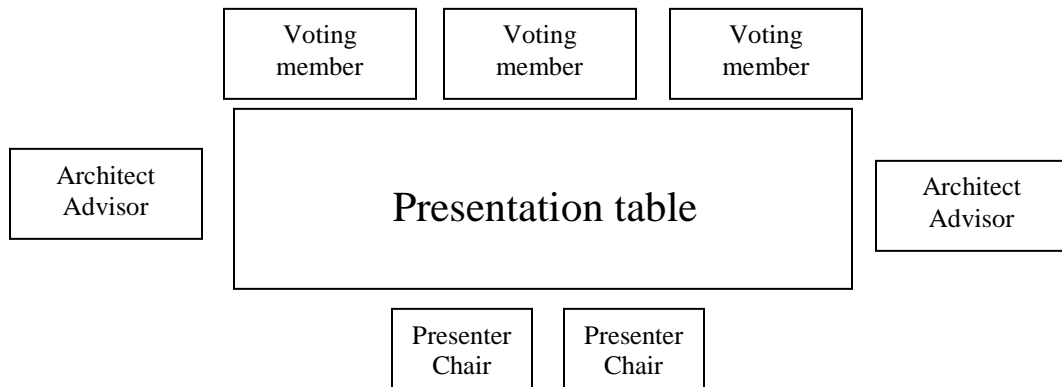
Village Engineer: Is responsible for review of projects for compliance with grade changes, site drainage, and any work that impacts the utility infrastructure.

“The purposes of the Architectural Board of Review are to preserve and protect the public health, safety and welfare by maintaining the high character of community development and protecting the real estate within the Municipality from impairment or destruction of value by regulating, according to proper architectural principles, the design, use of materials, finished grade lines and orientation of all new buildings, signs and structures, hereafter erected, and the moving, alteration, improvement, repair, adding to or razing in full or in part of the exterior of all existing buildings. Such regulations shall take into consideration the historical and architectural nature of existing buildings, signs and structures within the Municipality and the compatibility of proposed changes or proposed new buildings, signs and structures with such existing buildings, signs and structures.” (Chagrin Falls Charter, VII-9)

The composition of the Architectural Review Board:

The board is comprised of five members. Three of the five members are voting members.

Two members are architects license in the state of Ohio. They serve as advisors only, and do not vote. The other three members are the voting members; two are residents of the village, the third member is an architect license in the state of Ohio that is not required to be a resident of the village.



MEETINGS:

Regularly scheduled meetings are held on the first and third Tuesday of each month at 8:30 AM in the Council Chamber at the Village Hall. Any change in time, date or location is posted in the Building Department office.

Attendance by the property owner or architect is recommended, but not mandatory. However, if the Board finds problems or has questions, and a representative is not present, it may determine the project “TABLED TO THE FOLLOWING MEETING”.

The order of projects reviewed at any meeting is in order of the submission to the Building Department.

VILLAGE ADOPTED DESIGN GUIDELINES:

Village of Chagrin Falls has adopted Design Guidelines, it strongly suggested that you become familiar with the design guidelines this is a 75 page document and may be downloaded at www.chagrin-falls.org navigate to the services tab, > building and zoning, > ARB information.

HISTORICAL SIGNIFICANCE REPORTS:

Any submission made for additions, exterior alterations, and demolitions, regardless if it is residential or commercial property will be required to go under a historical significance review. The village has a historical consultant that will review the proposed submission information and he may make a visit to the site and will prepare a report that will be presented to the ARB for review, this report will become part of the record for the proposed project. A copy of this report will also be made available to the applicant for their records.

If a structure that has already had a historical significance report completed in the past and the applicant wishes to make alterations to the structure than addendum to the original report would still be required and submitted to the ARB.

SUBMISSION REQUIREMENTS AND SUBMISSION DEADLINES:

New Structures, and / or Complex additions or historically significant projects should be submitted in two stages for “preliminary” and “final” review.

NOTIFICATIONS:

Submissions for new dwellings, detached garages over 15’ in height, and demolition of buildings, and building lengths, are requires public notification to abutting property owners and directly across the street from subject project. (per CFO 1109.05 of the zoning code.)

WALK-IN:

Courtesy reviews are encouraged and are treated as feedback from the ARB. They are taken once the scheduled agenda is completed. Please note, that depending on time constraints the board may or may not be able to review your proposal. It is best you check the agenda or call village hall to see how many items are on the upcoming agenda. **Courtesy reviews do not receive any official action and there is no vote taken**, it is merely for feedback purposes giving the presenter some direction the ARB is not in the position to design your project.

PRELIMINARY REVIEW: submissions for additions, exterior alterations, new dwellings:

Completed ABR application, and associated ABR fees. This includes historical significant fees also for properties (50) years or older. Submit (1) complete bound sets of plans including a site plan, (1" = 20') showing adjacent structures, (1) set of photographs, an a electronic PDF copy. Must be submitted (**20 days**) prior to the ABR meeting filing deadline is **12:00 noon**.

FINAL REVIEW: All submissions for additions, exterior alterations, new dwelling

- Completed ABR application, and all associated ABR fees, Completed information for Energy code compliance systems description form. For new dwellings a RES check will also be required.
- Three (3) complete bound sets of plans stamped architectural and signed by the architect drawings must be an architect registered in the State of Ohio.
- containing; Index, site plan, foundation plan, floor plans, exterior wall envelope, sections, resistance ratings, system descriptions mechanical, electric, plumbing, **as per section 106** construction documents of the residential code of Ohio. Showing all exterior elevations, foundation, siding, window & door details, Fireplace chimneys, gutters & downspouts along with roofing materials, and landscaping, and impervious surfaces.
- One (1) set of photographs of existing dwelling showing all elevations.
- Electronic submission of plans submitted in PDF format.

It is expected that the drawings are prepared by design professionals to a high standard of accuracy and thoroughness.

The final drawings submitted will become the CWD , and will be submitted for building code review. Prior to ARB meeting. As part of the submission the presenter will have to

also furnish a completed ARB application, with that application the design professional, (3) complete bound sets of plans signed and sealed by architect, including site plan, (3) copies topographical site plans, showing contours, setbacks, erosion control measures, and proposed utilities. (1) set of photographs, (1) copy electronic in PDF format.

Following a review a submission will be determined to be “APPROVED”, “APPROVED AS NOTED”, or “NOT APPROVED”. In each case the representative will take one copy of the plans, and the Building Department will retain two copies.

Drawings requiring minor corrections will be marked “APPROVED AS NOTED”, and all three copies will be noted with changes indicated during the meeting.

Projects “NOT APPROVED” are required three (3) new complete revised bound sets of drawings for resubmission. Revisions or corrections must be flagged and encircled by clouds on the drawings. The entire set of drawings must be resubmitted, not just the corrected pages.

DEMOLITION OF BUILDINGS:

All demolitions of buildings are subject ARB approval. The ARB will also want to see plans of what will replace the structure that will be demolished, and will be subject to a zoning review before the ARB approves demolition. If the subject property is fifty years or older it is required to a historical significance review. That report will be submitted to the ARB, where they will review the findings of the report will take official action to accept or deny the report..

FIELD CHANGES TO APPROVED ARB DRAWINGS:

Any changes made to the project design after its approval must be resubmitted. Field changes must be submitted regardless if it is an interior or exterior must be prepared by the architect that prepared plans. All exterior field changes must be approved by the Architectural Board of Review.

AS BUILT DRAWINGS:

Any project that was required to submit a grade plan, hillside or work or a tie in to the sanitary sewer, storm sewer or water tie in to the village will be required to submit a “AS BUILT DRAWING”

Submissions for signs, fences, detached garages and sheds, gazebos, grade level wood decks and pools need not be prepared by an architect/engineer. However, the drawings must be fully dimensioned and completely detailed. Garage and gazebo kits must show the registration stamp of the designing professional.

All decks must show a column location plan, framing plan and railing detail. Beam or girder calculations must be shown on the drawings if deck heights exceed six feet in height or the plans must be stamped by a engineer or architect professional.

NEW SIGNS & AWNINGS:

Prepare a fully dimensioned sketch/drawing to scale of building elevations showing sign in place, lettering style and colors to be used. Three full color copies required.

Detailed drawing of sign and supports with dimensions.
Attach photograph of building elevations on which sign is to be mounted.
Indicate type of mounting: post, hanging or wall mounted.
Complete sign permit application form.

FENCES:

Where fences are proposed on or in proximity to an historic structure the Architectural Board of Review approval is required for a permit.

- A. Complete Fence Permit application
- B. Photographs of subject property and house or building on each side.
- C. Site plan with proposed fence location.
- D. Elevation drawing of proposed fence