

VILLAGE OF CHAGRIN FALLS  
Architectural Board of Review Application

Phone #: 440-247-5050  
Email: Building@chagrin-falls.org  
Address: 21 W Washington St, Chagrin Falls 44022  
Website: www.chagrin-falls.org > Village Government > Architectural Board of Review

This Application is NOT for Building Permits

<b>Office Use</b>
ABR # _____
HSR REQUIRED? _____
Prelim Review: _____
Final Review: _____
HSR Notification: _____
Zoning Dist: _____
BZA: _____

**ABR FEES:** Residential Additions/Ext. Alterations: (<499 sf) **\$30.00**; (>499 sf): **\$55.00**;  
New Dwellings, 1, 2, 3, family: **\$120.00**;  
Detached Accessory Buildings : **\$50.00**;  
New & Exterior Alterations to Commercial Buildings: **\$150.00**;  
Historic Significant Report: **\$300.00**; **See below for requirements.\*\*\*\***  
**All ABR fees & HSR fees are due at time of submission.**

**Resubmissions for plan reviews greater than (2) will be charged \$25.00 per review & shall be paid at time of re-submission.**

\*\*\*\*Residential & Commercial Structures (50) years or older: Historical Significance Report (HSR) is requiredwhensubmitting for: additions, exterior alterations & all demolitions that involve 50% or greater of entire building.

**Submission Documentation Requirements FOR ALL SUBMISSIONS:**

- (1) Completed ARB application; Each submission requires application (i.e. prelim/final/resubs/field change etc.)
- (2) Complete bound sets of drawings; site plan is required on each set of drawings.
- (1) Copy PDF electronic submission; emailed to Building@chagrin-falls.org.
- (1) Set of photographs, showing all elevations.

**Preliminary Submissions:** Architectural Scaled site plan 1" = 20'; Scaled footprint; Exterior elevations; Photos.

**Final Submissions: ALL FINAL SUBMISSIONS FOR NEW CONSTRUCTION:** Complete bound set of drawings, including civil site/grade plan, 1" = 20' scaled foundation details, floor plans, exterior wall envelope sections, structure drawings 1/4" = 1', ratings, system description. CDOCS's will be considered the working construction docs and will be reviewed for code compliance per the current RCO.

**FINAL APPROVAL must be granted before permits will be issued. APPLICANT must ensure proper permits are pulled PRIOR TOBEGINNING WORK. Fee schedules may be provided. Permit application required for all.**

**Projects requiring BZA variances are required to obtain a preliminary reviewfrom ABR prior to presenting to the BZA. BUILDING DEPT OFFICIALS must be sent ANY updates of plans from initial submissions & all variance submissions.**

**Zoom Meeting Info** = Visit Website: [www.chagrin-falls.org](http://www.chagrin-falls.org) > Village Government > Architectural Board of Review > Agenda

**Submitting For:**  PRELIMINARY  FINAL  Revise & Resubmit # \_\_\_\_\_  Field change

**Date of Meeting:** \_\_\_\_\_

- New dwelling  Addition  Accessory Structure (detached garage)  Attached Garage  Porch  Siding  Demolition of Buildings
- Moving of Buildings  Exterior Alterations  Window Changes  OTHER - EXPLAIN: \_\_\_\_\_

**SUBMISSION DEADLINE 12:00 NOON**

Initial submissions are due (20) days prior to meeting date. Signs, fences and re-submissions are due (11) days prior to meeting date. It is recommended that someone be present at the ABR meeting to present. ABR MEETINGS start at 8:30 AM, the FIRST & THIRD Tuesday of each month. Check agenda for Zoom meeting details.

**Property Information:**

Parcel Number: \_\_\_\_\_ Property Address: \_\_\_\_\_  
Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_ Applicant Address: \_\_\_\_\_  
Applicant Phone #: \_\_\_\_\_ Applicant Email: \_\_\_\_\_  
Design Professional Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Description of Proposed Alteration(s): \_\_\_\_\_

**Zoning Information: Fill out APPLICABLE information to your submission.**

Existing Foot Print SF: \_\_\_\_\_ Proposed SF: \_\_\_\_\_ Total SF Combined Including Attached Garage: \_\_\_\_\_  
Square Footage of Lot: \_\_\_\_\_ Total Lot Coverage of Conditioned Space: \_\_\_\_\_ %

**Accessory Building(s) Information:**

Existing SF: \_\_\_\_\_ Proposed SF: \_\_\_\_\_ Total SF: \_\_\_\_\_ Height: \_\_\_\_\_

Square Footage of rear yard: \_\_\_\_\_

Total rear yard coverage of acc. building from rear building line: \_\_\_\_\_%

Side yard SB from gutter board: \_\_\_\_\_ Rear Yard SB from gutter board: \_\_\_\_\_ Distance from condition space on same property: \_\_\_\_\_ Distance to adjacent buildings on adjacent properties: \_\_\_\_\_

**Existing Conditioned Space & Construction:**

Construction: \_\_\_\_\_ Roof Type: \_\_\_\_\_ Predominate Roof Pitch: \_\_\_\_\_ Stories: \_\_\_\_\_ Type of Existing Siding: \_\_\_\_\_

Existing Trim: \_\_\_\_\_ Existing Height: \_\_\_\_\_ Age of Existing: \_\_\_\_\_

**Existing Finished Space Square Footage:** which includes, crawl space, attic space & attached garage:

Basement	1 <sup>st</sup> floor	2 <sup>nd</sup> floor	3 <sup>rd</sup> floor	Garage	Total	Porch / Decks

**Proposed Construction:**

Bldg. Construction: \_\_\_\_\_ Proposed Height: \_\_\_\_\_ Roof Type: \_\_\_\_\_ Predominate Roof Pitch: \_\_\_\_\_ Stories: \_\_\_\_\_

Proposed Siding: \_\_\_\_\_ Proposed Trim: \_\_\_\_\_ Proposed Foundation: \_\_\_\_\_ Roof type: \_\_\_\_\_ Roof Pitch: \_\_\_\_\_

**Proposed Finished Space Square Footage:** which includes, crawl space, attic space & attached garage:

Basement	1 <sup>st</sup> floor	2 <sup>nd</sup> floor	3 <sup>rd</sup> floor	Garage	Total	Porch / Decks

**Grade Changes:**

Is there going to be any changes to existing grading or proposed grades? \_\_\_\_\_

Grades changes of (2") or greater requires a separate grade plan prepared by civil engineer and must be submitted.

The Village of Chagrin Falls design guidelines may be downloaded from [www.Chagrin-Falls.org](http://www.Chagrin-Falls.org) & navigate to > Village Government > Architectural Review Board > Click on LINK: Official Village Design Guidelines.

Any Applicant seeking required approval from the Architectural Board of Review for the erection, enlargement and/or alteration of any building in the Village shall provide the following information to the Architectural Board of Review for consideration, that they believe support granting approval as follows:

Name & Date of Person Submitting Application: (print) \_\_\_\_\_

Signature of Person Submitting Application: \_\_\_\_\_

**FOR ALL EXTERIOR RENOVATIONS, NEW STRUCTURES & ADDITIONS: Complete the following question below:**

Specify how, architecturally, the proposed design compares, relates or fits with the adjacent, contiguous & neighboring properties; How the proposed design compares, relates & fits with the Village of Chagrin Falls Design Guidelines. (Attach additional pages as needed)

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