



Village of Chagrin Falls – Building Department
SIDING REPLACEMENT PERMIT APPLICATION

Village Hall 21 W. Washington St. Chagrin Falls, OH 44022
Phone # 440-247-5050 – Fax # 440-247-2082

Building Inspector: Harry Edwards Email: Harry@chagrin-falls.org Direct: 440-247-3156
Building Administrative Assistant: Katie Knauff Email: Katie.Knauff@chagrin-falls.org

Permit # _____
Approved by: _____
Siding permit: \$100.00
ARB: Add \$30.00
ARB & HSR: Add \$330.00
TOTAL DUE: _____

General Requirements:

- 1) All Siding Permits =\$100 (additional fees may apply, see below).
2) All hired Contractors MUST BE REGISTERED with the Village of Chagrin Falls PRIOR TO START DATE.
3) PERMIT REQUIREMENTS WITH NO CHANGES to siding and/or trim:
a. Pictures of existing home’s siding & trim.
b. Pictures of what existing siding is being replaced with.
4) PERMIT REQUIREMENTS WITH ANY CHANGES to siding and/or trim:
a. A COMPLETED ARB APPLICATION MUST BE FILLED OUT & SUBMITTED.
b. Any changes to existing siding or trim, material or design, must be approved by the Architectural Review Board (ARB) before a permit will be issued. (ALL SUBMISSION requirements spelled out on ARB application).
c. Siding application permits must be submitted by noon, 20 days prior to next ARB meeting before a permit will be issued. ARB meets the 1st & 3rd Tuesday of every month at 8:30 AM in Council Chambers at Village Hall.
d. Pictures of existing home’s siding & trim.
e. Pictures & description of what’s being installed.
f. If ARB is required additional \$30 – regardless of age of home ARB approval required with exterior changes.
g. If ARB & Historical Significance Report required, additional \$330. (HSR is required for homes 50 yrs or older).

ALL INFORMATION IN THIS SECTION IS REQUIRED. ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.
SEE ABOVE FOR ADDITIONALLY REQUIRED INFORMATION.

Address of Jobsite: _____ Est. Cost of Construction: \$ _____ Start Date: _____
Existing Material: _____ Replacement Material: _____
Description of work: _____

Property Owner’s Information:

- Name: _____ Email: _____
Address of Owner: _____ Owner’s Primary Phone #: _____

Contractor’s Information: Is the contractor registered with the Village of Chagrin Falls? YES NO

- Name: _____ Email: _____
Address: _____ Phone #: _____

Applicant’s Information (if applicant is the property owner or contractor please indicate):

- Name: _____ Email: _____
Address: _____ Phone #: _____

All permit requirements must be submitted with this application. Application is hereby made for a permit to install siding at the aforementioned property.

Signature of Applicant _____ Date _____

OFFICE USE ONLY

ARB #: _____ ARB DATE: _____ ARB CHAIRMAN: _____



Application for Architectural Board of Review Submission SIGN/FENCE/RETAINING WALL/SIDING/WINDOWS

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How to Submit & Attend

- ABR convenes twice monthly, the first and third Tuesday of each month.
- FENCE & SIGN submissions are required to be submitted by noon, **11-days before the meeting you wish to attend.**
- SIDING & WINDOW submission are required to be submitted by noon, **20-days before the meeting you wish to attend.**
- Please visit the Architectural Board of Review section of our website (www.chagrin-falls.org) to view each week’s agenda & on how to attend.
- Agendas are posted ON OUR WEBSITE ONLY approximately 5 days prior to the meeting.

Costs & Submission Requirements

- Please submit \$30 fee with this application in addition to all permit forms & fees (**separate checks for ABR fees & Permit fees**).
 - IF Historical Significance Report (HSR) required, additional \$300; (this applies to windows and siding only).
- IF REVISING & RESUBMITTING no additional submission fee required.
- ALL SIGN PERMITS REQUIRE ABR APPROVAL.
 - Please fill out SIGN Permit Form for the ABR submission to be complete.
 - Please submit \$50 fee/per sign for SIGN PERMIT.
 - Once approved by ABR a permit will be issued.
- FENCE/RETAINING WALL PERMITS REQUIRE APPROVAL; *only if in proximity to historical structure.*
 - Please fill out FENCE/RETAINING WALL Permit Form for the ABR submission to be complete.
 - Please submit \$50 fee for FENCE PERMIT.
 - Once approved by ABR a permit will be issued.
- WINDOWS/SIDING PERMITS involving CHANGES to style or material; **MUST BE SUBMITTED 20 DAYS PRIOR TO MEETING**
 - Please fill out WINDOW or SIDING Permit Form for the ABR submission to be complete.
 - Please submit \$100 fee for WINDOW or SIDING PERMIT.
 - Once approved by ABR a permit will be issued.

Submission Information

Date of Meeting Submitting for: _____ Submission Description: _____

Submitting For: Preliminary Final Revise & Resubmit # _____ Field Change

Property Address: _____ Property Owner: _____

Property Owner Ph #: _____ Property Owner Email: _____

Applicant Information

Name: _____ Address: _____

Email: _____ Phone #: _____

Signature of Applicant

Date

OFFICE USE ONLY

ABR #: _____

ABR DATE: _____

ABR CHAIRMAN: _____