

## GENERAL INFORMATION

Any new construction, addition, or alteration which changes the exterior appearance of a building must be approved by the Architectural Board of Review before a building permit is issued.

The Shaker Heights Architectural Board of Review consists of three architects who are registered and licensed to practice in the State of Ohio and are residents of the City of Shaker Heights.

The basic purpose of the Architectural Board of Review is to maintain the high standard of architectural quality in the community. The Board is concerned not only with the design of the specific project but also the effect it will have on the surrounding environment.

The design of a new construction project should consider the rich architectural heritage of Shaker Heights as well as the relationship of the new building to its neighbors. Alterations and additions should be compatible with the architectural elements of the existing structure in terms of scale, architectural details, materials, and colors.

All submission documents must contain enough information to show that the proposed work will conform to the provisions of the Building Code and all applicable laws, ordinances, rules, and regulations. It is the obligation of the applicant to obtain the requirements for building permits from the Building Department. All plans will be reviewed for compliance with the Health, Fire, and Zoning codes. The applicant will be notified if the plans are in violation of any of these codes. Each set of plans and specifications must include the address of the work, name, address, and telephone number of the owner and of the person who prepared them.

Submissions must be drawn in a manner which clearly and accurately depicts proposed work.

**ALL DRAWINGS MUST BE DRAWN TO A MEASURABLE SCALE**

Commonly 1/4" = 1' (site plan 1" = 20')

Staff may only accept complete and clear applications. Clear photos and three sets of all drawings must be submitted.

The Architectural Board of Review recommends that for large projects, including new buildings, major additions, or substantial exterior alterations, the applicant consider presenting a preliminary submission of plans prior to formal consideration.