

**CITY OF BEREA**

**HERITAGE ARCHITECTURAL REVIEW BOARD**

**2025 SCHEDULE**

<b>Submittal Deadlines for 2025</b>	<b>Meeting Dates for 2025</b>
Applications must be received by NOON on the following days:	
<b>January 10, 2025</b>	<b>January 23</b>
<b>February 14, 2025</b>	<b>February 27</b>
<b>March 14, 2025</b>	<b>March 27</b>
<b>April 11, 2025</b>	<b>April 24</b>
<b>May 9, 2025</b>	<b>May 22</b>
<b>June 13, 2025</b>	<b>June 26</b>
<b>July 11, 2025</b>	<b>July 24</b>
<b>August 15, 2025</b>	<b>August 28</b>
<b>September 12, 2025</b>	<b>September 25</b>
<b>October 10, 2025</b>	<b>October 23</b>
<b>October 31, 2025</b>	<b>November 13</b>
<b>December 1, 2025</b>	<b>December 11</b>

**Meetings will begin at 7:00p.m.**

CITY OF BEREA

*HERITAGE ARCHITECTURAL REVIEW BOARD*

Technical Advisor to the Municipal Planning Commission

Application to Appear Before H.A.R.B.

---

Reason for Appearance before H.A.R.B.

☐ Signage

☐ Site Work

☐ Renovation

☐ Amenities to Existing Structure

☐ New Structure

☐ Other \_\_\_\_\_

☐ Demolition

---

1) Applicant's Information:

Name _____	
Address _____	
Phone _____	Fax _____
Site Address _____	Permanent Parcel No. _____
Email Address _____	

2) Owner's Information (if different from above):

Name _____	
Address _____	
Phone _____	Fax _____
Email Address _____	

3) Contractor/Architect information (if applicable):

Name _____	
Address: _____	
Phone _____	Fax _____
Email Address _____	

**\*A copy of the meeting agenda will be mailed to each provided email address.**

# HERITAGE ARCHITECTURAL REVIEW BOARD

## SUBMITTAL GUIDELINES

If any of these requirements are NOT met by the submittal deadline, you may be removed from the meeting agenda.

- 1) **SUBMITTAL DEADLINES:** Please review the HARB schedule. Physical copies of materials must be received and "in-hand" at the Berea Building Department by **NOON** of the submittal deadline date, or they will not be added to the corresponding meeting agenda. Physical copies may be delivered in-person or sent via mail to Berea Building Department, 11 Berea Commons, Berea, Ohio 44017. Please **DO NOT** submit HARB materials through the Building Department's online permit application system, as these submittals will not be accepted.
- 2) **SUBMITTAL PACKET:** All Submittal Packets must include the **Application for Hearing**, a **Letter of Intent**, and a signed copy of this **Submittal Guideline sheet** (*see signature line below*). Packets may also include some or all of the following: Site Plan, Elevations, Photographs and Color/Material Samples, all of which are explained in greater detail below.
- 3) **NUMBER OF COPIES:** 13 copies of your complete submittal packet are required by the submittal deadline.
- 4) **LETTER OF INTENT:** The Letter of Intent should be a brief description of your proposal.
- 5) **SITE PLANS:** Site Plans should include the following: the size and location of set-backs, the size and location of onsite and offsite structures, a lighting plan, a landscape plan and a parking plan complete with identified spaces, thruways and driveways to public or private streets.
- 6) **DRAWINGS:** All drawings must be to scale, in ink, and show all pertinent dimensions.
- 7) **DRAWINGS FOR COMMERCIAL APPLICATIONS:** Drawings must be stamped and sealed by an Ohio Registered Design Professional (either Architect or Engineer) and show site plan, building elevations, landscaping plan, dumpster location & screening, parking lot layout, building and site lighting, and include a description of all external colors and materials. Samples of these colors and materials should be brought to the meeting.
- 8) **PHOTOGRAPHS:** Photographs of the site and neighboring properties are encouraged for every application, and may be brought to the meeting.
- 9) **FEES:** Fees must be paid by either cash or check. **The \$35 application fee is separate from the permit fee.**
- 10) **MEETING REPRESENTATION:** The applicant, owner, agent or designated representative is required to be present at the Heritage Architectural Review Board meeting. If no one is present, the application will be tabled.

*\*Please sign below to acknowledge that you have reviewed the submittal guidelines listed above.*

---

Signature of Applicant, Owner or Agent

---

Date

