

## CITY OF BEREAL

### HERITAGE ARCHITECTURAL REVIEW BOARD 2025 SCHEDULE

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

Meetings will begin at 7:00p.m.

**CITY OF BEREAL**

**HERITAGE ARCHITECTURAL REVIEW BOARD**  
**Technical Advisor to the Municipal Planning Commission**  
**Application to Appear Before H.A.R.B.**

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

<input type="checkbox"/> Signage	<input type="checkbox"/> Site Work
<input type="checkbox"/> Renovation	<input type="checkbox"/> Amenities to Existing Structure
<input type="checkbox"/> New Structure	<input type="checkbox"/> Other _____
<input type="checkbox"/> Demolition	

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**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 FOR SIGNAGE

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 to Appear**, 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 PLAN:** The site plan must detail the desired placement and position of the Sign.
- 6) **DRAWINGS:** We ask that you submit **color** photos and/or renderings of the proposed Sign, complete with all necessary measurements.
- 7) **COLOR & MATERIAL SAMPLES:** Color and material *descriptions* are required with your submittal, but *samples* may be brought to the meeting. No samples are necessary with your submittal packet.
- 8) **LANDSCAPE PLAN:** Ground mounted signs must include a detailed landscape plan, complete with the name and number of each type of planting. Landscaping requirements can be found in Section 303.19 of the Zoning Code.
- 9) **PHOTOGRAPHS:** Photographs of the site and neighboring properties are encouraged for every application, and may be brought to the meeting.
- 10) **FEES:** Fees must be paid by either cash or check. **The \$35 application fee is separate from the permit fee.**
- 11) **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.
- 12) **PLEASE NOTE:** Pole signs are NOT permitted in the City of Berea.

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

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Signature of Applicant, Owner or Agent

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Date

