

## **CITY OF BEREA**

### **HERITAGE ARCHITECTURAL REVIEW BOARD 2025 SCHEDULE**

<b>Submittal Deadlines for 2025</b>  Applications must be received by NOON on the following days:	<b>Meeting Dates for 2025</b>
<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.

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

☐ Signage

☐ Site Work

☐ Renovation

☐ Amenities to Existing Structure

☐ New Structure

☐ Other \_\_\_\_\_

☐ 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

