

# HERITAGE ARCHITECTURAL REVIEW BOARD (H.A.R.B)

## 2026 Meeting Schedule

Submittal Deadline Applications are due by <b>NOON</b> on the following days:	Meeting Date
January 19, 2026	January 22, 2026
February 13, 2026	February 26, 2026
March 13, 2026	March 26, 2026
April 10, 2026	April 23, 2026
May 15, 2026	May 28, 2026
June 12, 2026	June 25, 2026
July 10, 2026	July 23, 2026
August 14, 2026	August 27, 2026
September 11, 2026	September 24, 2026
October 9, 2026	October 22, 2026
October 30, 2026	November 12, 2026
November 30, 2026	December 10, 2026

*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

