

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

2026 Meeting Schedule

| Submittal Deadline Applications are due by NOON 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 BEREAL

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.

| | |
|--|--|
| <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 | |

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

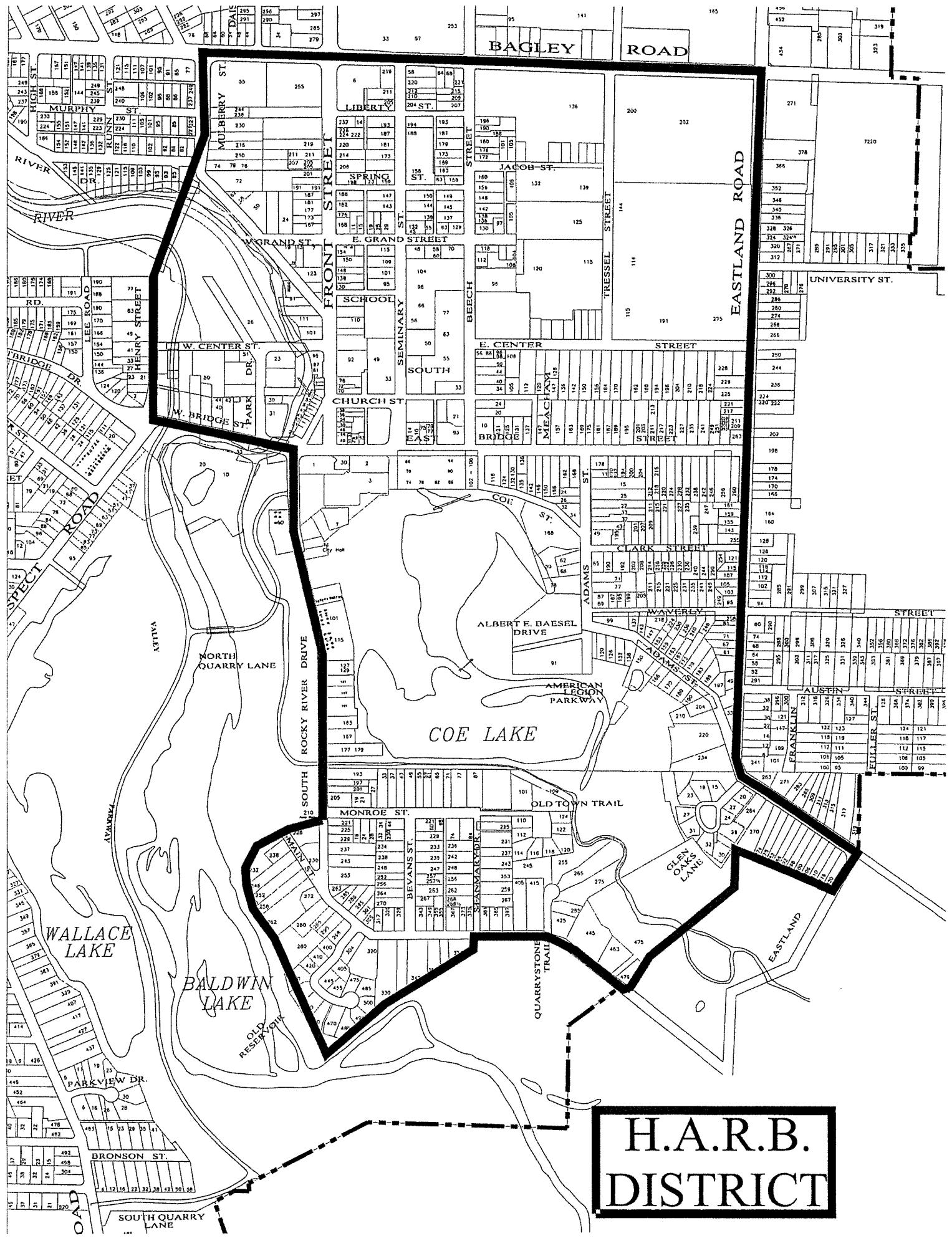
If any of these requirements are NOT met by the submittal deadline, you may be removed from the meeting agenda.

- 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.***

Signature of Applicant, Owner or Agent

Date



**H.A.R.B.
DISTRICT**