

CITY OF EASTLAKE  
BUILDING DEPARTMENT  
35150 LAKESHORE BOULEVARD, EASTLAKE, OHIO 44095  
440- 951-1416 EXT. 117 FAX: 440-975-4280

**ARCHITECT BOARD OF REVIEW APPLICATION**

PROJECT NAME \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CONTACT PHONE NUMBER \_\_\_\_\_

**REASON FOR APPROVAL**

NEW BUILDING \_\_\_\_\_

BUILDING ADDITION \_\_\_\_\_

LANDSCAPING \_\_\_\_\_

SIGN \_\_\_\_\_

AESTHETICS \_\_\_\_\_

BUILDING RENOVATION \_\_\_\_\_

OTHER \_\_\_\_\_

**THE ARCHITECTURAL BOARD OF REVIEW  
MEETS THE SECOND WEDNESDAY OF THE MONTH**

**YOU WILL BE CONTACTED IN WRITING AS TO THE EXACT DATE**

**PLEASE NOTE**

**ATTACHED IS THE LIST OF REQUIREMENTS NEEDED BY THE BOARD**

**YOU MUST SUBMIT TO THE BUILDING DEPARTMENT THREE (3) COPIES OF THE DRAWINGS  
TEN (10) DAYS PRIOR TO THE SCHEDULED MEETING. THIS WILL ALLOW THE BOARD TO  
REVIEW AND COMMENT.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**CITY OF EASTLAKE**  
**ARCHITECTURAL BOARD OF REVIEW REQUIREMENTS**

**AVOID ANY DELAYS IN YOUR APPROVAL PROCESS**

READ CAREFULLY AND HAVE ALL INFORMATION AS WELL AS ANY  
SAMPLE MATERIAL READY PRIOR TO DATE OF REVIEW

✚ Submit three (3) copies of the following drawing/graphic material at least (10) days **PRIOR** to the scheduled meeting.

✚ Complete final working (construction) drawings including but not limited to the following:

**SITE PLAN** – Approved by the Planning Commission, indicating all building dimensions, paving, walks, planter, parking spaces, trash dumpster locations, etc.

**LANDSCAPE PLANS** – On a 1 to 10 or 1/8 scale, indicate all trees, shrubs and plant material to be used. All plant materials should be specified as to size and type and show spacing between. Show the building on the landscape plan – all exterior windows and doors for an overall view of the plan.

**FLOOR AND ROOF PLANS** – Show and name all rooms and uses.

**EXTERIOR ELEVATIONS** – To include all exterior surfaces of the proposed building, indicate all materials to be used. A color schedule should be included with all exterior items listed: roof, gutters, down spouts, architecture trim, doors and windows, etc.

✚ A colored elevation and/or rendering is strongly recommended.

✚ Color photos (not computer printouts) of existing conditions and adjacent or nearby buildings.

✚ Show rubbish containment, location and number of dumpsters. All dumpsters must be enclosed to match material of the new building.

✚ Submit samples of the exterior proposed materials: brick, shingles, paint colors, aluminum, stucco etc. Indicating specific textures and colors.

✚ **WALL SECTION/CONSTRUCTION DETAILS** – This will indicate method of construction/attachment of all exterior materials.

✚ **NEW SIGN APPROVAL** – Show rendering of sign, a sample of material and colors and construction details. Submit a site plan locating wall signs as well as post or monument signs. Include a photo of any existing signs on building.

IF YOU HAVE QUESTIONS, PLEASE CONTACT  
KARIN GARRY, SECRETARY  
440-951-8814