

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.

I HAVE RECEIVED A COPY OF REVIEW REQUIREMENTS:

SIGNATURE

DATE _____

IF YOU HAVE QUESTIONS, PLEASE CONTACT
KARIN GARRY, SECRETARY

440-951-8814

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