

ARCHITECTURAL REVIEW BOARD
APPLICATION FOR APPEARANCE

FOR: EUCLID AVENUE

Date: _____

I, the undersigned, do hereby request an appearance before the City of Wickliffe Architectural Review Board concerning the following:

Name: _____

Representative Name: _____

LOCATION/ADDRESS: _____

Telephone No. _____

OWNER OF PROPERTY: _____

LOCATION OF PROPERTY: _____

DATE OF MEETING: _____

13 Sets of plans Rec'd. _____

500.00 Deposit Rec'd. _____ Receipt No. _____

DEPOSIT/REFUND ACCOUNT: CITY OF WICKLIFFE

REFUND ANY REMAINING TO: _____

OFFICE USE: _____
Approved by:

Amount: \$ _____
Account: 806.000.51601

**CITY OF WICKLIFFE
ARCHITECTURAL REVIEW BOARD
FOR: EUCLID AVENUE**

Submissions must be delivered four (4) weeks prior to meeting, to the Wickliffe Building Department located at 28730 Ridge Road, (2nd floor), Wickliffe, Ohio 44092, during normal working hours, 8:00 am to 4:00 pm. All submissions must be complete at the time of application. Any submission that is not complete and does not contain all of the required submittal items will not be accepted.

Meetings are held the first Thursday of each month. Meetings are held in the Council Chambers at Wickliffe City Hall at 7:30 pm. Property owner or designee capable of presenting and discussing your request must be in attendance. The Board will not consider cases in which a representative is not in attendance. Note: *The schedule is subject to change.* Contact the Building Department at (440) 943-7115 to confirm submission deadlines and meeting dates.

SUBMISSION REQUIREMENTS:

Commercial, Institutional, and Multi-Family Buildings

New Buildings, Additions and/or Alterations, Including Single-Family Houses

Auxiliary Structures

Four sets of drawings are required for all of the following submittals except as noted. All drawings shall be drawn to the scale indicated and shall be stamped by an architect or engineer registered in the State of Ohio. An index of all drawings shall be indicated on the first sheet.

1. Site Plan (1" = 40')

The site plan must show the location of the building on the parcel. Outlines of buildings on adjacent parcels must also be shown. The plan must show the footprint of the building with the following items dimensioned:

- A. Front, side and rear yard setbacks (Review zoning and any deed restrictions with the building department)
- B. Location of proposed building in relation to the street, any drives, parking areas, tree lawn, parking lot, parking islands, and any other adjacent structures exposed on Euclid Avenue.

The site plan shall also show the following items:

- 1. Permanent parcel number, subplot number, address
- 2. All dimensions