



CITY OF EUCLID

ARCHITECTURAL REVIEW BOARD

APPLICATION

*** PLEASE TYPE OR PRINT CLEARLY ***

*SUBJECT PROPERTY ADDRESS: _____

*PROJECT NAME: _____

*PARCEL NUMBER(S): _____

*PROPERTY OWNER NAME(S): _____

Title: _____ Business Name: _____

*Address: _____ *City: _____ *State: _____

*Zip Code: _____ *Phone Number: _____ *Email: _____

APPLICANT NAME(S): _____

Title: _____ Business Name: _____

*Address: _____ *City: _____ *State: _____

*Zip Code: _____ *Phone Number: _____ *Email: _____

CONSULTANT(S): _____

Title: _____ Business Name: _____

*Address: _____ *City: _____ *State: _____

*Zip Code: _____ *Phone Number: _____ *Email: _____

*GENERAL SUMMARY OF REQUEST:

*SIGNATURE OF APPLICANT

Signature confirms understanding of all guidelines within the application

*DATE

***ALL FIELDS ON THIS PAGE MARKED WITH AN ASTERISK ARE REQUIRED**

In cases where the applicant does not own the property, supplementary documents must be submitted to show the applicant is authorized to make the request and speak on behalf of the property. Use of the property is not authorized until applicable building permits are closed and a Certificate of Occupancy has been issued.



Project Finishes Specification Sheet
City of Euclid * 585 East 222nd Street * Euclid, Ohio * 44123
JSM - 12-02-2024

GUIDELINES FOR SUBMITTING PROJECTS TO THE ARCHITECTURAL REVIEW BOARD

(ONLY RETURN THE APPLICATION & SPEC SHEET * RETAIN PAGES 3-5 FOR YOUR REFERENCE)

INTENT:

The Architectural Review Board was established to oversee the appearance of buildings, structures, open spaces, and landscaping throughout the City, with the goals of conserving and improving the aesthetic of the community, ensuring developments are integrated and attractive, preserving community and property values, applying design principles fairly, aligning new buildings with surrounding landscape and nature, and implementing the objectives of the Master Plan.

GUIDELINES:

The following shall be submitted to the Board for review:

- All new residential and non-residential structures, including, but not limited to:
 - New residential, commercial, and industrial structure*
 - All new or replacement front porches*
 - Exterior renovations, expansions, and improvements*
 - Accessory Structures*
- Any remodeling work that affects the exterior appearance of a commercial structure
- Signage for any commercial structure located within the City of Euclid Downtown Overlay District
- Projects taking advantage of the City of Euclid Storefront Renovation Program
- Landscape Plans, when applicable*

**Unless otherwise noted by Staff*

All projects, when possible, should be submitted in the early preliminary study stage to avoid unnecessary delay and expense of changes. A pre-application meeting with Staff may be helpful and can be scheduled by contacting the Architectural Review Board Coordinator at 216-289-8161.

Incomplete applications not meeting the minimum requirements will not be placed on an Architectural Review Board meeting agenda. Hand-drawn images that are not to scale will be returned/not accepted. Marked-up prints showing proposed changes are prohibited.

Architectural Review Board approval does not constitute plan approval nor guarantees plan approval by other city departments or regulating agencies. The project must conform with all construction codes, setbacks, etc., approved by the applicable code official.

SUBMISSION REQUIREMENTS:

- A. **One (1) full-size and six (6) 11"x17"** complete sets of scaled and dimensioned drawings are required. All drawings must be accurate and meet minimum requirements. Drawings must include the following if applicable, or otherwise noted by Staff:

1. Site plan – Parking and landscaped areas, setbacks, topography, etc.;
2. Floor plans – To an appropriate scale - 1/8" minimum;
3. Elevations – Must show existing and proposed exterior architectural elements for the building façade (colors, materials, finishes, etc.) in sufficient detail so that the ARB can effectively determine how the proposed project will look upon completion. Recommended elevation drawings should include but not be limited to:

☐ Doors ☐ Windows ☐ Gutters ☐ Downspouts ☐ Fencing ☐ Mechanic Units
☐ Utilities ☐ Awnings ☐ Chimney ☐ Ex. Lighting ☐ Railings ☐ Roof Line Projections

4. Finishes – Complete Finishes Specification Sheet;
 5. Wall Sections – To further clarify elevation (if applicable);
 6. Renderings – Must match elevation drawings in form and development of details;
 7. Landscaping – A landscape plan and schedule. Native plant species are recommended. Invasive species are not permitted; and,
 8. Signs – Refer to the submission requirements listed on the City of Euclid Sign Permit Application
- B. **Photographs** - Required to indicate the character of the surrounding area showing the existing building or structure. Additionally, provide photographs identifying neighboring buildings on adjacent properties when new commercial, industrial, and institutional buildings are proposed.
- C. In addition to the two previous submission requirements, all drawings, photographs, etc., **MUST** be submitted electronically (Email, USB, PowerPoint, PDF, or similar format).
- D. To coordinate color and texture, all proposed building materials **must** be defined in specification form on the included Project Finished Specification Form. Include actual samples of exterior building materials.

FINDING AND CHANGES:

- A. The Board may vote to approve or disapprove the proposed project as submitted, approve with recommendations and/or conditions, or ask for a re-study or resubmission. Floor plans that do not agree with elevations may result in the postponement or rejection of your case.
- B. The Board may also vote to continue the applicant's case in order for the proposed project to be further refined. In this case, any new or revised information for the project **must be re-submitted no less than ten (10) days** before the next regularly scheduled monthly meeting.
- C. Approval constitutes final approval of such plans as submitted, and therefore, does not include the right to make subsequent changes in such plans without new consideration and approval by the Architectural Review Board; exception noted in *ECO 1327.10*.
- D. Before construction can be authorized, all Board conditions must be incorporated into the construction documents and must be stamped by an Ohio Design Professional (*ORC §153.65-.71*)
- E. If the applicant decides to DEFER a request, they must submit any new or revised information to the Building Department no less than ten (10) days before the next monthly meeting.

WAIVER RULES:

The Board may waive or modify any rule by a two-thirds vote of all members.

NOTICE:

Applicant, architect, and/or owner must appear at the Architectural Review Board meeting. In cases where the applicant does not own the property, the City requires supplementary documents showing the representative is authorized to make the request.

For a proper review and successful application submission, all required drawings, plans, samples, etc. as required by guidelines and checklist **MUST BE SUBMITTED AT LEAST FOURTEEN (14) BUSINESS DAYS BEFORE MEETING** (see application deadline on the regular meeting schedule).

CONTACT:

Zoning Commissioner

J. Scott Muscatello
(p) 216.289.8164

Email: Zoning@CityofEuclid.com

Zoning Coordinator

Linda Beck
(p) 216.289.8161



CITY OF EUCLID

ARCHITECTURAL REVIEW BOARD

REGULAR MEETING SCHEDULE – 2026

<u>MEETING DATE</u>	<u>APPLICATION DEADLINE</u>	<u>MEETING TIME</u>
January 22	January 2	7:00 PM
February 26	February 6	7:00 PM
March 26	March 6	7:00 PM
April 23	April 3	7:00 PM
May 28	May 8	7:00 PM
June 25	June 5	7:00 PM
July 23	July 2	7:00 PM
August 27	August 7	7:00 PM
September 24	September 4	7:00 PM
October 22	October 2	7:00 PM
November 19	October 30	7:00 PM
December 17	November 25	7:00 PM
January 28 (2027)	January 8 (2027)	7:00 PM

NOTE: The above dates and times are subject to change due to Council Chamber availability.

Regularly scheduled Architectural Review Board meetings are held on the *fourth* Thursday of the month with the exception of certain holidays.

For a proper review and successful submission of the application, all required drawings, plans, samples, etc. as required by the application checklist (pages 2 and 3) **MUST BE SUBMITTED BY 4:00 PM ON EACH CLOSING DAY LISTED ABOVE.**

APPLICANT, ARCHITECT, and/or OWNER MUST APPEAR AT THE ARCHITECTURAL REVIEW BOARD MEETING. In cases where the applicant does not own the property, the City requires supplementary documents showing the applicant is authorized to make the request.

APPROVAL BY THE ARCHITECTURAL REVIEW BOARD IS NOT A GUARANTEE OF PLAN APPROVAL BY OTHER CITY DEPARTMENTS OR OTHER REGULATING DEPARTMENTS AND/OR AGENCIES.