



# City of Cleveland

Justin M. Bibb, Mayor

City Planning Commission



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## **Housing Design Review Subcommittee (HDRS) Checklist for Residential Projects 1-5 Units:**

- HDRS Review - Recommendation of Approval to Director of City Planning
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- Request review as "Information Only" with no approval recommendation action taken.

### **Items Required and Due Dates:**

Submit HDRS Application materials using the Housing Design Review Online Application.

- **Application materials are due by 4:30pm eight (8) days prior to the HDRS meeting.**
- *Electronic submittals must be one PDF. Multiple files will not be accepted.*
- *Hard copies may be submitted if coordinated in advance with specified Neighborhood Planner*
- *Note: The HDRS Checklist is not comprehensive but created to assist applicants with the process.*

All drawings shall be drawn to scale.

- Application Form
- Written Project Summary (*including location, scale, investment; number of units, square feet, residents, potential building code or zoning issues; and other pertinent information including but not limited to sustainable features.*)
- Site Location Map (*district level*)
- Site Context Plan (*Site plan showing adjoining properties within 250' in each direction of property and street names*)
- Existing Conditions (*Color photos showing context of adjoining properties within 250' in each direction of property*)
- Site Plan (*Drawn to scale; HVAC equipment, north arrow, scale, legend and key dimensions and notes*)  
(*Townhouse Projects shall also include trash enclosures and new curb cuts, if applicable*)
- Zoning Information (*include setbacks on the site plan, i.e. front, rear, and side yard setbacks*)
- Elevation Drawings (*Drawn to scale; including color versions, if requested*)  
(*Townhouse Projects shall also include streetscape/context elevations*)
- Floor Plans (*Drawn to scale; typical floors*)
- Tree Preservation Plan (*if applicable – if trees exist on site, identify size, species, how they are impacted by project*)
- Conceptual Landscape and/or Streetscape Plan (*include plant list and site amenities*)
- Material, Color and Finish Samples and Lists

### **Items Requested:**

- Color Renderings (*either 2D or 3D, showing proposed color/materiality*)

### **Note:**

**All drawings must be legible in both digital and hard copy format. Non-legible or incomplete submissions are subject to rejection.**