Cleveland City Planning Commission

DESIGN REVIEW SUBMITTALS CHECKLIST:
For New Building Projects or Major Renovation Projects

Level of Review:

☐ Conceptual Approval *(general idea of uses, scale, relationship among uses, and context)*

☐ Schematic Design Approval *(placement and configurations of footprints, site layout, structure massing, general texture and design of facades)*

☐ Final Design Development Approval *(details of structures and site layout including placement, materials, colors, dimensions, etc.)*

☐ *Any of the above levels of design may be presented as "Information Only" with no approval action requested*

Items Required:

Submissions are required in electronic form as well as hardcopy unless City Planning staff indicates otherwise Electronic submissions up to 20 megabytes can be e-mailed to Cleveland.planning@gmail.com

☐ Application Form

☐ Written Project Summary *(including location, scale, investment; number of units, square feet, residents, employees, parking spaces; potential code issues)*

☐ Site Location Map *(with respect to nearby streets)*

☐ Site Context Plan *(i.e., site plan showing adjoining properties and buildings)*

☐ Site Plan *(drawn to scale, with key dimensions marked)*

☐ Landscape Plan *(with plant list)*

☐ Parking Plan *(with key dimensions marked for spaces, aisles, curb cuts, etc.)*

☐ Site Amenities *(locations, details incl. cut sheets - ex. lighting fixtures, benches, trash receptacles, fences, bike racks, art projects, arbors, tables, flagpoles, clocks, recreation equipment, etc.)*

☐ Color Photographs *(site and context, including nearby buildings)*

☐ Elevation Drawings *(including color versions, if requested)*

☐ Floor Plans *(typical floors)*

☐ Wall Sections/Building Sections *(sufficient to explain the design)*

☐ Perspective Renderings or Photosimulations *(if requested)*

☐ Sign Plan (*including wall signs, freestanding signs, illumination, method of attachment, colors, etc.*)

☐ Lighting Plan (*including locations, fixtures, heights, etc.*)

☐ Material, Color and Finish Samples and Lists *(for final approval only)*

☐ Sustainable Building Features Description *(for informational purposes)*

Due Dates:

Items for submittals (paper and electronic) are required 8 days prior to the Design Review Advisory Committee meeting *(11x17 format is acceptable if legible)*

Presentation boards to be used at Design Review Advisory Committee may be brought directly to the meeting *(and must accurately reflect colors that are proposed are required)*

Questions to Ask Your Design Team:

- Are my presentation boards legible from 15-20 feet away?
- Do my final design development drawings provide accurate details of the project, including landscaping, signs, lighting, and an accurate depiction of colors?