



## Design Review Submittals Checklist

### 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.*)
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- 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 accepted.

- Application Form
- Written Project Summary (*including location, scale, investment; number of units, square feet, residents, employees, parking spaces; potential code issues; and any other pertinent information including but not limited to sustainable features.*)
- Site Location Map (*district level*)
- Site Context Plan (*i.e., site plan showing adjoining properties, buildings and street names*)
- Existing Conditions Plan (*color photographs; site context, including nearby buildings*)
- Site Plan (*include: north arrow, scale, legend and key dimensions and notes*)
- Landscape and or Streetscape Plan (*with plant list*)
- Furnishings and Site Amenities (*locations, details incl. cut sheets*)
- Section / Elevation Drawings (*including color versions, if requested*)
- Floor Plans (*typical floors*)
- Illustrative Renderings (*perspective or photo simulations to scale*)
- Signage 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*)
- Determination letter from Northeast Ohio Regional Sewer District [NEORS] for Combined Sewer Coverage

### Due Dates:

Design proposals should be submitted to staff for preliminary review at least 3 days prior to submittal deadline

Electronic and Hard Copy Handout submittals are required 7 days prior to the Design Review Advisory Committee meeting (*electronic: pdf or power point*)

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*)

### Note:

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