City of Cleveland
Frank G. Jackson, Mayor
City Planning Commission

Cleveland City Hall
601 Lakeside Avenue, Room 501
Cleveland, Ohio 44114
T: 216/664-2210 F: 216/664-3281
www.planning.city.cleveland.oh.us

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.)*

☐ *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)*

Due Dates:

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.