



Design Review Submittals Checklist

Level of Review:

- Storefront Approval *(for review of storefront design only)*
 - 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.