

**DESIGN REVIEW
BY THE
CLEVELAND CITY PLANNING COMMISSION'S
CLEVELAND DESIGN REVIEW COMMITTEE**

"A Guide for Applicants"

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DESIGN REVIEW: "A GUIDE FOR APPLICANTS"

TABLE OF CONTENTS

Contents / Page No.

Preface / 3

- A. Will My Project Require Design Review? / 4**
- B. Does the Design Review Process Have 'Teeth'? / 5**
- C. What if My Proposal is a Relatively Small Project? / 5**
- D. Who is the Design Review Committee? / 5**
- E. When is the Review Meeting Held? / 5**
- F. Who Makes the Final Decision? / 5**
- G. How Much Time Will Design Review Add to My Project? / 6**
- H. What Thinking by the Committee Goes into the Review of my Project? / 6**
- I. What About an 'INFORMAL DESIGN REVIEW' for My Project? / 6**
- J. What, then, is FORMAL DESIGN REVIEW? / 6**
- K. What Submittals Does the City Require? SUBMITTAL REQUIREMENTS/ 9**
 - 1. ALL PROJECTS / 9**
 - 2. NEW CONSTRUCTION OR REMODELING / 11**
 - 3. PARKING LOTS/SITE DEVELOPMENT / 14**
 - 4. SIGNS / 16**
 - 5. AWNINGS / 17**
 - 6. STREETScape IMPROVEMENTS / 18**
 - 7. BUILDING DEMOLITIONS / 19**
- L. Are Submittal Graphics the Same as Presentation Graphics? / 20**
- M. How Much Time do I have to Make a Formal Presentation? / 21**
- N. What if the Committee Disapproves with Conditions, or Flat-out Disapproves, or Tables my Project? / 21**
- O. Do these Rules ALWAYS Apply? / 21**
- P. What if a Committee Member Acts as a Sponsor? / 22**

APPENDICES

- A - SUMMARY TABLE: DESIGN REVIEW SUBMITTAL REQUIREMENTS / 23**
- B - DESIGN REVIEW FEES (When charged or not charged) / 24**
- C - STATEMENT OF COOPERATION (Form) / 25**

**WHEN WE BUILD, let us think that
we can build for ever.**

--John Ruskin

Preface

Certain proposals for construction, exterior alterations, building demolitions, or signs in the City of Cleveland must undergo a process known as "**design review.**" The City established this process as a policy to ensure that any visual changes to buildings or open spaces will enhance the architectural character of the Downtown or other special planning areas in the City, such as Urban Renewal Plan and Community Development Plan areas.

Although design review is an extra step for Building Permit applicants, this process:

- o Often results in a project which better meets the long-term needs of the applicant, and
- o Protects the applicant's investment by preventing incompatible development on neighboring properties.

The information presented in this pamphlet explains the City of Cleveland's design review process in cases where the Cleveland Design Review Committee (or "CDRC" or "Committee") has jurisdiction* and offers guidelines for applicants to make the process as speedy and painless as possible. You, as a project sponsor, must read this Guide and sign a statement that you have read it and are willing to conform to its provisions so that proposal may be reviewed by the City. (See page 22.)

Following the table of contents are pages that provide a series of typical applicant's questions and City Planning staff responses. It is intended to provide an understanding of the design review process in Cleveland when it applies in the building permit application process.

*The Cleveland Design Review Committee is distinct from the various neighborhood design review advisory committees that have review authority solely in the City's business revitalization districts (BRDs) and are named after their commonly used BRD name.

A. "Will My Project Require Design Review by the CDRC?"

This depends upon the type of project you are undertaking, combined with its location, ownership, or type of funding involved. These factors determine whether a proposal must undergo design review, as outlined below:

Project Type: To undergo design review, the project must:

- o Meet at least one of the "Location-Ownership-Public Assistance" tests below, and
- o Change the exterior appearance of the property.

Therefore, normal maintenance, which does not cause any visual change, is not reviewed. Changes inside a building, which do not affect the outside, are not reviewed.

Projects calling for new construction, demolition, exterior renovation, landscaping, fencing, new signs, awnings, and other changes which, of course, do change the appearance of the property -even to a slight degree - are reviewed if they meet at least one of the tests below.

Location: The project is reviewed if:

- o The property lies within the "Public Land Protective District" which covers most of the Downtown area. The Building Permits counter (Room 505, City Hall) or the Design Review staff can clarify whether the project falls within the District boundaries.
- OR
- o The property lies within an Urban Renewal Area or Community Development Plan Area.

Ownership: The project is reviewed if:

- o The property is publicly owned anywhere in the City, whether by City, County, State, Federal, or special-district agency.

OR

Public Assistance: The project is reviewed if:

- o The sponsor is applying for or receiving any level of governmental financial assistance (City, County, State or Federal) including grants, loans, tax breaks, or other incentives.

B. "Does the Design Review Process Have 'Teeth'?"

Yes. The City of Cleveland has taken a strong stand that Cleveland deserves the best in environmental quality and design excellence. The Cleveland Design Review Committee's predecessor, the Fine Arts Advisory Committee, was established in 1945 to review plans and designs submitted to the Planning Commission pursuant to Section 76-3 of the City Charter, and Title 7 of the City Code, Chapter 341 ("Public Land Protective District"). The Cleveland Design Review Committee carries on that responsibility. Therefore, no building permit is issued until the design review process is complete.

C. "What if My Proposal is a Relatively Small Project?"

Smaller projects, such as signs, awnings, or minor storefront remodeling will be reviewed by the City Planning Commission staff on behalf of the Cleveland Design Review Committee. If the staff recommends approval, the Committee will not see the project; the staff will simply sign the appropriate building permit application when it is circulated by the Division of Building & Housing. If the staff recommends disapproval of a minor project, and the sponsor chooses not to revise it according to staff suggestions while wanting to move it forward, the sponsor must then present the project to the Design Review Committee and the Planning Commission on an "appeals" basis.

D. "Who is the Cleveland Design Review Committee?"

The Committee consists of over a dozen professionals or community representatives who review each qualifying proposal for its planning and design qualities. The Committee includes seasoned professionals in the fields of architecture, landscape architecture, urban development, art, and graphic design. All members of the Committee are nominated by the Mayor and are appointed by the Chairman of the City Planning Commission. The Committee counsels sponsors of projects and provides recommendations to the City Planning Commission for each proposal it reviews.

E. "When is the Review Meeting Held?"

The Committee usually meets on the first and third Thursday of each month at 1:30 P.M. in Room 514, Cleveland City Hall, 601 Lakeside Avenue, **unless the sponsors are otherwise notified.**

F. "Who Makes the Final Decision?"

Final project decisions are made by the Cleveland City Planning Commission, or by the Commission's Director on its behalf, after a recommendation is made by the Design Review Committee. The City Planning Commission is free to adopt or reject recommendations made by the Cleveland Design Review Committee. The City Planning Commission usually meets on the first and third Friday of each month (on the morning following the Thursday

afternoon DRC meeting) at 9:00 A.M., also in Room 514.

G. "How Much Time Will Design Review Add to My Project?"

Because it is often conducted concurrently with the required Building permit review procedure (coordinated by the Division of Building & Housing), design review typically adds only about two to three weeks to the approval process.

H. "What Thinking by the Committee Goes into the Review of my Project?"

In any proposal placed before them, the members of the Committee judge design qualities in light of their professional and service experiences and by the rigorous standards of their professions or arts.

In addition, the Committee conducts reviews assuming that the City of Cleveland should make public improvements and encourage private development of the highest caliber, consistent with funds available. Good planning and design do not necessarily mean added cost. In many cases, the suggestions of the Committee have resulted in lower costs for the sponsor and a more valuable project. Finally, as it deems appropriate, the Committee may inquire into such other matters as will give the body a full understanding of the proposal.

I. "What About an 'INFORMAL DESIGN REVIEW' for My Project?"

To save costs in the preparation of final drawings for large or complicated projects, an applicant must present **a preliminary concept plan, with one set of all necessary project drawings**, to the Committee for guidance **before** making a formal Building Permit application. In such cases, sponsors are encouraged to consider presenting their proposals to the City Planning Commission's Staff Review Group, which meets each Wednesday, to assess projects in advance of a formal presentation to the Committee. Staff prepares written technical reviews (with recommendations) in advance of the Design Review Committee and City Planning Commission meetings. An informal review can be scheduled by calling the City Planning Commission's Design & Legislative Review Section at 664-2210.

J. "What, then, is 'FORMAL DESIGN REVIEW'?"

The typical formal review process, prior to issuance of a Building Permit, includes:

- 1. Applying for a Building Permit.** The applicant will submit three sets of drawings for the project to the Division of Building and Housing (City Hall, Room 505) and fill out a Building Permit application. **An additional drawing set must be simultaneously delivered to the Planning Commission staff for its review. Or, for large or complicated projects, the sponsors will submit a set of drawings to City Planning in advance of submittal to the Building Division.**

2. **Beginning the Design Review Process.** The applicant is then directed to the City Planning Commission office (City Hall, Room 501) to fill out an application for design review, discuss the need for the submittal of any additional materials, and identify a possible date for the Committee hearing.
3. **Scheduling the Committee Meeting.** Once it has been determined that your submittal is complete, you will be notified of the date and time of the Cleveland Design Review Committee meeting. **A proposal can be placed on the Committee's Thursday afternoon agenda if a complete submittal is received no later than 5:00 P.M. on the Tuesday of the week prior to the Committee meeting. This also applies to follow-up submittals (changes) to projects.**

So that the Committee can reach its decision in the fewest sessions, we urge:

- a. That both the business or property owner (or their designated representative) and the project designer (usually the architect or landscape architect) or contractor attend the Committee meeting; and
 - b. That a complete submittal appropriate for the project is presented – that is, complete to the point of being either a development concept for “conceptual approval” or approval of project details (signs, landscaping, parking, etc.) for “final approval.”
4. **Prior to the Committee Meeting.** Prior to the Committee's design review, the City Planning staff will perform a technical review for each proposal. Such a review will rely on zoning and other codes, including sign, landscaping and screening, and parking lot licensing regulations, urban design guidelines, urban renewal plans, community development plans and any other pertinent reports or studies to discern what governing rules, if any, apply to the project. This review will include a recommendation.
 5. **The Committee Meeting.** The motion options available to the Committee:
 - o **Recommend APPROVAL as presented.** The Committee may give APPROVAL WITH COMMENDATION if the Committee strongly believes the proposal is a superior solution to a design problem.
 - o **Recommend APPROVAL with conditions,** usually minor enough so that the sponsor need not return to the Committee; the Committee may authorize its Secretary to review and approve the revised drawings(s) based on the Committee's opinion. The stipulations for APPROVAL with conditions will be clearly identified in the Motions of the Committee.
 - o **Recommend DISAPPROVAL with conditions for approval,**

usually major enough so that the sponsor will need to return to the Committee to present revised plans for the project. Again, the Committee will clearly identify for the sponsor what conditions, if met satisfactorily, will yield an APPROVAL;

- o **Recommend DISAPPROVAL**, because the project, or the proposal for it is believed to be totally inappropriate;
- o **Recommend TABLING**, to allow the Committee more time to gain an understanding of the project, or to allow the sponsor more time to adequately present the project.

See Section N. of this Guide for details regarding sponsor follow-up to DISAPPROVAL or TABLING recommendations. (Page 18.)

6. **City Planning Commission Decision.** After receiving the recommendation of the Cleveland Design Review Committee, the City Planning Commission (or the Director acting on the behalf of the Commission) makes a final decision on the proposal. In the case of a Disapproval by the City Planning Commission, as with a CDRC recommendation of Disapproval, the applicant will be told of the reasons for the unfavorable review and be given an opportunity to submit a revised plan.

Please note that it is the operating procedure of the City that the recommendations and decisions made by the Cleveland Design Review Committee and Planning Commission, respectively, must be binding upon those bodies as a project moves through the design review process. This applies particularly to large or complicated projects which require a conceptual approval, followed by a design-development approval. The Design Review Committee is therefore bound by its conceptual approval in subsequent reviews of the project. The Committee will specify the exact content of a conceptual approval at the time of making that recommendation.

By the same token, approvals at whatever review level must be acted upon by the project sponsor within twelve (12) months from date of approval. Failure to move to the next stage of review within that time subjects a project to an automatic repeat review even if no changes are proposed.

7. **Issuance of a Building Permit.** When applicable, notification of approval will then be transmitted to the Division of Building and Housing which issues necessary Building Permits.

K. "What Submittals Does the City Require?" **SUBMITTAL REQUIREMENTS**

Submittals vary depending upon the type of proposal. The following submittal requirements are set forth to allow the sponsor to develop a clear presentation which will minimize the amount of explaining the sponsor will need to do. Of course, some verbal presentation is needed and desired at the Committee meeting, but the graphics should do most of the talking. These requirements are **additional** to the Division of Building and Housing's plans and specifications requirements.

ALWAYS DESIGN A thing by considering it in its next larger context - a chair in a room, a room in a house, a house in an environment, an environment in a city plan.

-- Eiel Saarinen

1. **Submittal Requirements: ALL PROJECTS**

For **any project**, whether new construction, building remodeling, signs, awnings, or public right-of-way improvements, a single copy of a **written application** is required containing the following:

- a. **Sponsor Names and Business Addresses:** The name, address, and weekly daytime phone number of the applicant, his or her attorney or agent, if any, and any developer, site planner, architect, engineer, or contractor involved in the project plans.
- b. **Name of Project:** The name of the development or project.
- c. **Location Data:** The street address of the subject property. If there is no street address, the applicant shall provide either a metes and bounds description, the subdivision block and lot number(s), or the Cuyahoga County permanent parcel number(s).
- d. **Proposal Synopsis and Action Requested:** A brief written description of the proposal concept, why the project is needed, and, generally, the intended materials and construction methods. The applicant shall also state what action the sponsors are seeking, e.g., conceptual approval, schematic approval, or full approval while identifying which aspects of the project approval are being sought.

The Synopsis will include information regarding the project:

- o **use:** Descriptions, as applicable to new developments or major rehabilitation projects, of present and proposed building and land uses on the subject property are required.
 - o **structure heights:** Building heights or fence heights of proposed structures and existing structures to be retained.
 - o **lot coverage:** Square footage of the lot to be covered by principal buildings, accessory structures, and paved surfaces.
 - o **project phasing:** A chronological schedule of expected beginning and ending dates for proposed stages of construction and improvement of all structures; common or public areas; circulation ways; parking, loading, and service areas; and utilities, showing the interim use and maintenance of areas not under construction in each phase.
- e. **Filing Fee:** Many projects under design review are assessable for design review fees. In such cases, for a project to be considered for design review, the sponsor must pay a \$35.00 filing fee upon application to the City Planning Commission. An application (fee) form will need to be completed by the City staff, with assistance by the sponsor. If the project is approved, the sponsor must then pay a review (approval) fee in accordance with the handouts titled, "Schedule for Design and Planning Review Services" and "Fee Collection Procedures." Copies of these are available from the City Planning Commission staff. See Page 21 of this Guide for a list of when fees do, and do not, apply. In any case sponsors should check with the staff to see if fees are to be paid.
- f. **Authorization:** Written authorization by the ownership or anagement of the property, if different from the applicant, for the filing. For example, the applicant for a new storefront design who is a building tenant must provide a letter from the building owner stating his or her approval of the storefront redesign and any conditions under which that approval applies.
- g. **Common Area Maintenance:** Where applicable, copies of deeds or easement agreements conveying ownership interests in any parcel required, or proposed to be conveyed to any public body. In projects with common areas, not to be dedicated to a public body must be submitted, organizational details of a proposed property owners or condominium association responsible for maintenance of common areas must be submitted. Proposed protective covenants or deed restrictions to govern common open space or other areas. Other documents, if any, governing maintenance of common open areas and other common areas must be included in the submittal.

- h. **CD-Rom**: Once a large project is approved, the sponsors must submit a CD-Rom with all design development drawings. This is due before City Planning staff can endorse building permits. If AutoCAD was used, the materials should be in a ____ . dwg file; if MicroStation, the materials should be in a ____ . dgn file. Either may be converted to a ____ . dxf file. If ArcView was used, the materials should be submitted in a SHAPE file. Please consult City Planning staff for details defining "large project" and for permitted submittal files.
- i. **Other Information**: Any other information required elsewhere in applicable City regulations is required. Also, any information other than that specifically required by regulation may be reasonably required in the judgment of the staff or Committee.

2. **Submittal Requirements: NEW CONSTRUCTION OR REMODELING**

One copy each of the following is required:

- a. **A Site Location Map** which pinpoints the location of the project on a City street map or a portion thereof.
- b. **Site Context Plan (THIS IS IMPORTANT)** on a building base map, providing context within a larger area by showing streets, buildings, and landmarks (all appropriately labeled) to orient the reviewer to the context for the site. The actual site should be outlined on this plan. Or, in lieu of a plan drawing, a clear and recent aerial photograph at 1"=100' may be substituted. Again, major thoroughfares and landmarks, including the site, must be clearly labeled.
- c. **Color Photographs** 35mm digitals or prints of the eye-level view from public streets along the subject property and all other lots within an appropriate distance along the same side of the street and across the street to show contextual conditions.
- d. **Building Elevations** (for all visible sides of the building) showing details, materials, colors (file copy may be partially color rendered), types of illumination, signs, etc.
- e. **Floor Plans** clarifying and justifying the elevations. This will include first floor plans and, for multi-story buildings, typical floor plans. Although the Committee reviews only exterior changes, floor plans help the Committee to understand new constructions or why certain changes to existing buildings on the outside are needed or desired.
- f. **Wall Sections** that are drawn at a large scale to clearly depict typical

exterior walls and details sufficient to describe specific architectural components and methods of assembly.

- g. **Building Sections** for when, in the judgment of the staff or the Committee, the proposal involves unusual or important interior spaces that affect the exterior.
- h. **Perspective Renderings** that will depict what the building(s) will look like at eye level when completed. Computer renderings or hand-drawn graphics are required. These shall indicate colors.
- i. **Building Materials:** Outline specifications or samples showing color and texture of materials and installation methods to be used.
- j. **Covenants:** Any proposed protective covenants, deed restrictions, or lease restrictions governing the appearance of premises sold or leased, such as restrictions on signage, facade colors, and the like.
- k. **Scale Model** which may be an unfinished or finished study model for alterations or other projects which, in the judgment of the staff or Committee require a three-dimensional representation.
- l. **Other Information:** In addition, any other information required elsewhere in applicable City regulations is required. Also, any information other than that specifically required by regulation may be reasonably required in the judgment of the staff or the Design Review Committee to determine project conformance with applicable regulations or guidelines.
- m. **A Landscape Plan** (if applicable) shall contain:
 - o **existing features:** Particularly existing wooded areas and isolated trees four inches or more in diameter at one foot above natural grade at the base of the tree.
 - o **proposed features:** Generally including all grading, drainage, plant materials, roadways, walkways, and site furnishings (seating, lighting fixtures, etc.). Specifically, the drawing must include:
 - Location, quantity, diameter, installation height, maturity height, caliper at one foot above proposed grade, botanic name, and common name, of all proposed living and non-living landscape materials and existing materials to be preserved.
 - Types and boundaries of proposed ground cover and identification of grass areas to be sodded, plugged or

sprigged, and seeded.

- Location and contours at 1-foot intervals of all proposed berming.
- Dimensions and descriptions, renderings, elevations, indicating external appearance, including materials and colors, of all sides of proposed fences, walls, ornamental lighting, and screening treatments.
- Measures to be taken to protect new and preserved existing trees during construction.

3. **Submittal Requirements: PARKING LOT OR SITE DEVELOPMENT**

A Site Plan shall contain the following:

- a. **scale & title block**: Numeric and graphic scales, north arrow, date of preparation, drawing number, and drawing name.
- b. **boundaries**: Boundaries of the proposed development and each phase thereof.
- c. **dimensions**: Lot lines and dimensions and areas of lots.
- d. **easements**: Easements and encroachments on the subject property and easements on abutting property in favor of subject property.
- e. **other information**: In addition, any other information required elsewhere in applicable City regulations is required. Also, any information other than that specifically required by regulation may be reasonably required in the judgment of the staff or the Design Review Committee to determine project conformance with applicable regulations or guidelines.
- f. **project data**: As appropriate, for each development phase:
 - Number of dwelling units broken down by number of bedrooms
 - Gross floor area, as defined herein, by use type
 - Number of lots
 - Gross and net site area, as defined herein
 - Land area devoted to streets, off-street parking, off-street loading, open space, and each housing and land use type.
- g. **drainage**: Existing and proposed drainage patterns and appurtenances for collecting storm water.
- h. **landscaping**: For simple landscape treatments, planting information can be placed on the project Site Plan. For more involved treatments, a separate landscape plan is required. Please refer to the Landscape Plan section below for drawing requirements.
- i. **structures**: Location, type, shape, dimensions, surface type, area in square feet (footprint), and capacity in number of vehicles of off-street parking and loading spaces and areas, including aisles, curbing, wheel stops, islands, guard rails, driveways, and curb cuts. Number and locations of parking spaces open to the public, restricted to tenants or customers, and reserved spaces. Number and locations of spaces that are free, available for hourly or daily rental, or leased

long-term.

- j. **open uses**: Location, dimensions, area in square feet, and surface type for open storage, refuse disposal and service areas.
- k. **common areas**: The number, location, acreage, dimensions, proposed ownership, and provisions for maintenance of any proposed recreational and non-recreational public or common open spaces.
- l. **water areas**: Dimensions and locations of existing and proposed natural or artificial bodies of water, flood plains, marsh areas, drainage ditches, wet or dry storm water detention areas, and any proposed modifications to existing water courses or water bodies, including impact on ground water levels.

IMPORTANT NOTES: All map and plan drawings should be drawn with the North Arrow pointing up. This consistency is needed to compare drawings.

Together the text, site plans, elevations, photographs, etc. must provide **CONTEXTUAL** information upon which reviewers may judge submittals aesthetically and functionally. In other words, plans, photographs and other presentation materials should not merely show a proposal cut off at the edge of the project site. The materials presented should provide reviewers an understanding of the scale and type of nearby development and how people will see the proposed development or rehabilitation in relation to its surroundings.

4. **Submittal Requirements: SIGNS**

For **signs** the applicant should refer to the City's Sign Regulations (Chapter 350 of the City Codified Ordinances) and must submit the following:

- a. **Site Plan** showing positions of all existing and proposed signs in relation to lot lines, nearby structures, rights-of-way, driveways, sidewalks, and street grade.
- b. **Color Photographs** (35mm) showing the location on the lot or building and its immediate environs of all signs not exempt from the requirement for a permit under Chapter 350 of the City Codified Ordinances or from the regulations therein. The photographs must also include views wide enough to show site context. (See note below in c. **Facade elevation.**)

REGARD IT AS just as desirable to build a chicken house as to build a cathedral. The size of the project means little in art, beyond the money matter. It is the quality of character that really counts. Character may be large in the little or little in the large.

-- Frank Lloyd Wright

- c. **Facade Elevation(s)** for wall signs, projecting signs, or other signs placed on structures showing the sign in place on the structure. Measurements of the sign's placement and relevant details, e.g., relationship to surrounding architectural features and color relationships, must be shown on this drawing. Also, the sponsor must prepare a photographic montage, or computer-enhanced image, showing the proposed sign superimposed upon an existing building photograph. This can be prepared as a very effective way to communicate the impact of the sign on the architecture.
- d. **Sign Elevation(s)** showing all exposed sign surfaces and all messages or representations thereupon accurately depicted as to shape, size, color, proportion, type fonts, and type of illumination. This scaled drawing must show important dimensions of the sign and sign copy.

- e. **Calculations** itemizing the surface area(s) of each existing and proposed sign included in the project and the amount of surface area of signs allowed by the City's Sign Regulations. If the proposed signs' area exceeds the amount allowable by the Sign Regulations, the sponsor will require a variance from the Board of Zoning Appeals, assuming that the Planning Commission approves the signs.
- f. **Detailed Mounting Drawings** to show structural details of the sign and its method of attachment to the building or structure to which it is to be affixed.
- g. **Color and Material Samples** of the sign's construction.
- h. **Profile Drawings** (sometimes called street section drawings) for projecting signs showing the relationship of the sign to the public right-of-way.
- i. **Statement of the Need for an Encroachment Permit** for projecting signs over the public right-of-way (usually sidewalk). This permit will be needed for signs that project beyond a certain point. Sponsors should check with the City Engineer's Survey Office to determine if encroachment legislation and permit will be required. The permit is granted by City Council and is revokable by that body.
- j. **Other Information:** In addition, any other information required elsewhere in applicable City regulations is required. Also, any information other than that specifically required by regulation may be reasonably required in the judgment of the staff or the Design Review Committee to determine project conformance with applicable regulations or guidelines.

6. **Submittal Requirements: AWNINGS**

For **awnings**, please refer to the requirements for signs, above, and additional requirements below:

- a. **Site Plan** as for signs.
- b. **Color Photographs**, as for signs.
- c. **Facade Elevation(s)** as for signs.
- d. **Awning Elevations(s)** as for signs.
- e. **Plan Views and Drawings** of the structural framework if the awning

is to be exposed from the front or side.

- f. **Calculations** of areas of all sign portions of awnings or canopies as discussed in the Signs requirements above.
- g. **Detailed Mounting Drawings** as for signs.
- h. **Samples of Awning Materials** to show proposed colors and finishes.
- i. **Profile Drawings**, as in the case of projecting signs.
- j. **Statement of the Need for an Encroachment Permit**, as for projecting signs.
- k. **Other Information**: As already herein described.

6. **Submittal Requirements: STREETSCAPE IMPROVEMENTS**

For any changes to and within the public rights-of-way, the following are required:

- a. **Color Photographs** of the building elevation along which streetscape improvements are proposed.
- b. **A Site Plan** indicating building, pedestrian and vehicular entrances, curb lines, curb cuts, sidewalks, handicapped ramps, street lighting, trees, other planting areas, waste receptacles, bus stops, and other significant features of proposed improvements; drawn to scale and showing all relevant dimensions and noting such information as amenity strips, paving materials, concrete scoring, etc.
- c. **Samples of Materials** showing proposed colors and textures.
- d. **Statement of the Need** for sidewalk and encroachment permits and the encroachment permit issued by the City Engineer granting the City's permission so that proposed improvements are in conformance with City standards.
- e. **Other Information**: As already herein described.

Please note: These projects must be presented to the Mayor's Streetscape Advisory Committee, if possible, the Tuesday prior to the Cleveland Design Review Committee meeting.

7. Submittal Requirements: BUILDING DEMOLITIONS

- a.** A brief **written explanation** of why the demolition is needed, an identification of the intended reuse of the site, and why that new use is needed. This information shall be made part of the general submittal required for all applicants described above. Reuse plans must be presented for demolition proposals.

- b.** As appropriate, the **submittal requirements for new construction** or parking lots are to be provided by the sponsor to fully depict the proposed reuse of the site. See above material for details.

See Appendix A which is a summary table of project submittal requirements for design review.

THE FOLLOWING IS VERY IMPORTANT

L. "Are Submittal Graphics the Same as Presentation Graphics?"

NO. For the purposes of **the public record** and **staff review**, the single drawing set submitted to CPC staff must be blue-line or black-line prints, drawn to scale, and must include a designer's drawing number, date, scale, and north arrow up to properly identify the drawing. In some cases, large-scale photocopies of drawings may be used. Again, all drawings must be north-justified. All drawings must foldable into an 8-1/2" x 14" file jacket which serves as the official record for the project.

Photographs for the records file can be 3" x 5" or larger and must be color prints or digitals. **Polaroids are prohibited because they are too small and their images are often unclear.**

For the purpose of **formal presentation** to the Committee and Planning Commission, however, plans, drawings, and other graphics must be **color-enhanced** (or otherwise made readable) and **mounted on boards** so that the Committee will easily see and understand the project material from at least fifteen feet away. (The staff furnishes easels upon which the boards are set for viewing.) Likewise, presentation photographs should be enlarged to 8" x 10" or larger and mounted. Slides, power-point or VCR are acceptable, but only as a supplement to the presentation boards, and are encouraged for large-scale projects. The staff offers standard VCR equipment for sponsors' use at the formal meetings.

The mounted presentation materials must be submitted to the staff by 5:00 P.M., Tuesday, three days before the Design Review Committee meeting. After the DRC meeting the presentation boards may be left overnight in the conference room for use during the Friday morning Planning Commission meeting.

The staff reserves the right to reject in part, or in totality, any submittal that does not meet one or more of the above requirements. These requirements represent a basic professional design review standard.

Please note, however, that the Committee recognizes that presentation materials are expensive to prepare and that not all project sponsors can afford state-of-the-art presentation graphics. In such cases the staff will work with project sponsors to determine the best methods for communicating the project and will allow substitutions where appropriate.

If, in the course of a presentation, a sponsor wishes to present a revised drawing (or drawings) not yet submitted to the staff for review, he or she may do so only by permission of the Committee Chairman. To do this, the sponsor must bring a copy of the drawing (or drawings) to the meeting and submit same to the staff for its project file.

If a project sponsor wishes to supplement his or her presentation with handouts, the staff must be notified of this by 12:00 Noon, the Wednesday (one day) before the meeting and supplied with a copy. The sponsors must then make available twenty (20) copies of the handout for the Design Review Committee meeting and ten (10) copies for the Planning Commission meeting. In any event, all drawings and handouts become part of the public record and the project case file, until superseded by any revisions.

M. "How Much Time do I have to Make a Formal Presentations?"

Sponsors of major master plans for a large area (as opposed to single-site) redevelopment should take no more than **twenty-five minutes** for their presentation. Sponsors of new construction, major remodeling, and other large single-site projects should gear their presentations to no more than **fifteen minutes**. Sponsors of smaller projects, such as signs, awnings, storefront remodeling, etc. should prepare presentations lasting no longer than **seven minutes**. It will be to the discretion of the Committee Chairman, however, to allocate presentation time to the various sponsors. Time allowed may be greater or less than described, depending upon agenda length and amount of detail the Chairman believes is required for each project.

N. "What if the Committee Disapproves with Conditions, or Flat-out Disapproves, or Tables my Project?"

If the Design Review Committee does not approve, or approves with significant conditions your project, you are expected to return to the Committee for at least one follow-up presentation. When this occurs the Committee is usually recommending that you RESTUDY your project. In such cases you, as the sponsor, are responsible to make known to the Staff your intentions regarding proposal revisions (or no revisions) and desired timing for follow-up formal review. If you and the Committee cannot agree on a specific proposal after the second review, you are then free to take your proposal to the City Planning Commission for its decision. If you revise your drawings, all timing requirements (page 5) and all submittal presentation requirements (starting on page 7) of this Guide will again apply for your project. **In no case, may a sponsor simply "phone in" a place on an agenda without submitting the required documents on time, or let the staff know in advance his or her intention to "stand pat" with the project.**

O. "Do these Rules ALWAYS Apply?"

Essentially, YES. In rare cases, however, the Design Review Committee Chairman, after conferring with the Director of City Planning, may decide to waive or add certain submittal requirements if he or she believes that it would be in the best interest of the City Planning Commission's review of the project. In such cases, the Director will notify the staff which shall, if necessary, notify the sponsor concerning any out-of--ordinary submittal requirements.

P. "What if a Committee Member Acts as a Sponsor?"

From time to time a Committee member acts as a sponsor of a project on the agenda, either as a consultant or as a client. The member may even participate in the presentation to the Committee. In such cases, he or she shall ask the Chairman to be removed from the Committee for that agenda item. In the case of the Chairman's involvement, he or she shall temporarily relinquish the Chair to the Vice Chairman. The Committee member/project sponsor will not participate in the Committee's deliberations and will abstain during the voting of any Committee motions. If a member has any doubts if there is a sponsorial relationship to a given project, the member shall ask the Chairman to be removed temporarily from participation and state what he or she believes the relationship to be. The Chairman shall then decide if temporary removal of the member is warranted. These guidelines are established to avoid any conflict of interest, real or perceived, which could undermine the Committee's purpose or recommendations.

Key to Appendix A Summary Table: Design Review Submittal Requirements (next page):

Y = Required

O = At discretion of the sponsors

- = Not required in any case

*** = If applicable or exists**

**** = At discretion of Planning Director or Design Review Committee**

(a) Includes parking lots and other solely site development projects

(b) First floor only

(c) Sign site plan

(d) Facades as backdrop for streetscape improvements for context

(e) Section drawing across the right-of-way to show improvement placements and spacing relationships

Appendix A, SUMMARY TABLE: DESIGN REVIEW SUBMITTAL REQUIREMENTS

Items	New Construction & Major Remodeling(a)	Signs & Awnings	Streetscape Improvements
1. Sponsor Names & Business Addresses	Y	Y	Y
2. Name of Project	Y	Y	Y
3. Location Data	Y	Y	Y
4. Proposal Synopsis & Action Requested	Y	Y	Y
5. Application & Review Fees	Y*	Y*	-
6. Owner Authorization	Y*	Y*	-
7. Common Area Maintenance	Y*	Y*	-
8. Site Location Map	Y	Y	Y
9. Site Context Plan	Y	Y	Y
10. Color Photographs	Y	Y	Y
11. Building Elevations	Y	-	-
12. Floor Plans	Y	Y(b)	-
13. Wall Sections	Y	-	-
14. Building Sections	Y	-	-
15. Site Plan	Y	Y(c)	Y
16. Landscape Plan	Y*	-	Y*
17. Materials & Colors Samples	Y	Y	Y
18. Covenants	Y*	Y*	Y*
19. Perspective Drawings (Renderings)	O or Y**	O or Y**	O or Y**
20. Photographic Montage	O or Y**	O or Y**	O or Y**
21. Scale Model	O or Y**	-	O or Y**
22. Other Information	Y*	Y*	Y*
23. Facade Elevations	-	Y	Y(d)
24. Sign (Copy) Elevations	Y*	Y	Y*
25. Detailed Mounting Drawings	-	Y	-
26. Profile Drawings	-	Y*	Y(e)
27. Written Explanation	Y	-	-

For Demolition			
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Appendix B

CITY PLANNING COMMISSION DESIGN REVIEW FEES

HOW TO DETERMINE IF DESIGN REVIEW FEES ARE CHARGED TO A GIVEN PROJECT

IN ACCORDANCE WITH CITY COUNCIL ORDINANCE #1382-91, THE CITY PLANNING COMMISSION **CHARGES DESIGN REVIEW FEES** FOR PROJECTS WHICH ARE:

1. In the Public Land Protective District.
2. In any of the Business Revitalization Districts (BRDs).
3. Being developed by either the Federal, State, County, or a special district government anywhere in the City.
4. In any of the City's Community Development Plan Areas.
5. In the Shopping Center Use Zoning District.
6. In any Planned Unit Development (P.U.D.) District.

THE CITY PLANNING COMMISSION **DOES NOT** CHARGE DESIGN REVIEW FEES FOR PROJECTS WHICH ARE:

1. In any of the City's Urban Renewal Areas and are not government-sponsored or assisted projects.
2. Being developed by the City of Cleveland, regardless of who submits the plans.
3. Being developed privately (profit or non-profit) but are receiving City financial or other assistance, and do not lie within a design review district.
4. Single-family Housing developments.

If you have any questions about this, please phone the Design Review Section of the City Planning Commission staff.

Appendix C
CITY OF CLEVELAND
STATEMENT OF COOPERATION
BY
DESIGN REVIEW PROJECT SPONSOR

This form must be completed, signed, detached, and submitted by the authorized project sponsor for prompt handling for any proposed project to be reviewed by the Design Review Committee. Sponsors regularly doing business with the City should keep a blank copy of this form for recurrent photocopy and submittal.

I, the undersigned, have read "*Design Review by the Cleveland City Planning Commission's Design Review Committee: A Guide for Applicants*" ("Guide") and agree to all terms and conditions therein as the authorized sponsor for the following project:

Project Name (print or type)

Project Address

I understand that the Planning Commission staff is under no obligation to place my proposal on a Design Review Committee agenda until all specified project submittal requirements are met. Further, I understand that the Design Review Committee and/or the City Planning Commission will table my project if I have not submitted all presentation (mounted) materials to the staff by the specified deadline.

I also understand that I might be subject to design review fees, as explained in the "Guide." This includes a \$35.00 application fee in all cases where fees are charged (see reverse of form) and a review fee (based upon project cost for exterior work) if the project is approved by the City Planning Commission or by the staff administratively. If fees apply to the above project, I understand that the **application fee** must be paid **before** the City will review the project and that the **review fee** must be paid **before** the Planning Commission staff is permitted to issue a Certificate of Appropriateness and/or to sign the building permit application.

Name (print or type)

Organization

Signature/date