



# City of Cleveland

Justin M. Bibb, Mayor

City Planning Commission



Cleveland City Hall  
601 Lakeside Avenue, Room 501  
Cleveland, Ohio 44114  
T: 216/664-2210 F: 216/664-3281  
Planning.clevelandohio.gov

## **Level of Review (in order of process):**

- 1. Conceptual Approval (*general idea of uses, scale, relationship among uses, and context*)
  - 2. Schematic Design Approval (*placement and configurations of footprints, site layout, structure massing, general texture, and design of facades*)
  - 3. Final Design Development Approval (*details of structures and site layout including placement, materials, colors, dimensions, etc.*)
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- Request any above level of review as "Information Only" with no approval recommendation action taken.

## **Items Required:**

Submissions are required in electronic form and hard copy if specified by City Planning staff. Email plans to the neighborhood planner or send files via an online file sharing service.

### **Conceptual Approval:**

- 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*)
- Section / Elevation Drawings (*including color versions, if requested*)
- Floor Plans (*typical floors*)
- Tree Preservation Plan (*Applies to projects over 1 acre, or new construction > 4 units see Chapter 341.051, and contact Jennifer Kipp, [JKipp@clevelandohio.gov](mailto:JKipp@clevelandohio.gov)*)

### **Schematic Approval (all the above, plus):**

- Illustrative Renderings (*perspective or photo simulations to scale*)
- Furnishings and Site Amenities (*locations, details incl. cut sheets*)
- Conceptual Landscape and/or Streetscape Plan (*with plant list*)
- Storm water Management Plan/Drawings & Determination Letter (*if applicable – new construction, parking lots, etc.*)

### **Final Approval (all the above, plus):**

- 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
- Final Landscape and or Streetscape Plan (*with plant list*)

## **Due Dates:**

Electronic submittals are required 7 days prior to the Design Review Advisory Committee meeting (*electronic: pdf or PowerPoint*)

## **Note:**

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