



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. Email plans to the [neighborhood planner](#) or send files via an online file sharing service. Staff will review submissions for completion and incomplete submissions may be subject to a delay in review.

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 drawn to scale (*include key dimensions: setbacks from property lines, widths of structures and drives, etc.*)
- ☐ 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*)
- ☐ After Conceptual Review and **prior** to Schematic please discuss with your neighborhood planner if [PETBoT review](#) is necessary and if so, email Robert Knopf (RKnopf@clevelandohio.gov) to schedule a review.

Schematic Approval (all the above, plus):

- ☐ Illustrative Renderings if Design Review committee requests (*perspective or photo simulations to scale*)
- ☐ Furnishings and Site Amenities (*locations, details including 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.*)
Contact Regional Sewer District (NEORS) if the project disturbs over 0.5 acres (CDPP@neorsd.org)

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 species list, number of plants and sizing of plants*)

Due Dates:

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