



CITY OF CLEVELAND
Mayor Justin M. Bibb

Cleveland City Hall
601 Lakeside Avenue, Room 519
Cleveland, Ohio 44114
T: 216/664-2532
landmarks@clevelandohio.gov

Cleveland Landmarks Commission Design Review Application

DATE: _____ PRJ #: _____

PROJECT NAME: _____

PROJECT ADDRESS/LOCATION: _____

OWNER: _____ EMAIL: _____

ARCHITECT: _____ EMAIL: _____

CONTRACTOR: _____ EMAIL: _____

Who will be attending the Design Review Advisory Committee and Landmarks Commission meetings?
(emails must be listed above or included in email sent to Landmarks Commission staff)

OWNER / ARCHITECT / CONTRACTOR NAME(s): _____

BUILDING USE: ☐ Residential ☐ Commercial ☐ Mixed-Use

PROJECT TYPE: ☐ Renovation/Rehabilitation ☐ Addition ☐ New Construction ☐ Public Art
☐ Fence ☐ Sign* ☐ Site Improvement ☐ Demolition**

HISTORIC DESIGNATION: ☐ Historic District ☐ Individual Landmark

REVIEW LEVEL: ☐ Schematic (feedback only) ☐ Final

This project has completed a pre-review meeting or initial consultation with Landmarks Commission Staff

YES / NO If yes, when: _____

This project will be participating in City Programs for funding (i.e. SRP, LHC, RAH, SHAP, other)

YES / NO If yes, which program: _____

***SIGNAGE PROJECTS:** The Landmarks Commission Design Review Signage Checklist must also be completed and submitted along with the application form

****DEMOLITION PROJECTS:** I have received a copy of the *Cleveland Landmarks Commission Process Regarding Applications for a Certificate of Appropriateness - Demolition* (Chapter 161.05)

YES / NO

I, the undersigned, have reviewed the Secretary of the Interior's Standards for Rehabilitation and understand that it will be used by the Design Review Advisory Committee and Landmarks Commission to review proposed changes. If the project is deemed appropriate, a Certificate of Appropriateness will be issued.

Signature

Date

Email this completed form and a complete PDF/PowerPoint presentation/slide deck to jbeam@clevelandohio.gov to be scheduled for an upcoming Landmarks Commission Design Review Advisory Committee Meeting

(For staff use only)

Historic District/Landmark Name:
Design Review Advisory Committee Case Number Assigned:
Landmarks Commission Case Number Assigned:

Ward:
Neighborhood:



LANDMARKS COMMISSION DESIGN REVIEW SIGNAGE CHECKLIST

***Submissions are required in electronic form as one (1) compiled PDF and are due by noon seven days prior to the scheduled Design Review Advisory Committee meeting. Application forms should be sent as a separate document.**

Email files to jbeam@clevelandohio.gov or as directed by Landmarks Commission Staff. Staff will review submissions for completion. Incomplete submissions may be subject to a delay in review and your permit will not be issued. A permit/project record should be applied for prior to submitting an application for design review.

Items Required:

- ☐ Landmarks Commission Design Review Application Form (as a separate file than the presentation)
- ☐ Written Project Summary (include location, scale, potential code issues, & any other pertinent information)
- ☐ Site Location Map (can be a screenshot from online maps showing the location of the building)
- ☐ Measured Site Plan (site plan showing adjoining properties, building/business frontage)
- ☐ Existing Conditions (color images; site context, with nearby buildings; existing signage, etc.)
- ☐ Signage Location Plan and/or Master Signage Package (verify if any additional signage is planned)
- ☐ To-Scale Detailed Dimensioned Drawings (as noted below)
- ☐ Illustrative Renderings (perspective or photo simulations to scale)
- ☐ Material, Color, & Final Details Lists (including manufacturing cut sheets and/or brochures)

To-Scale Detailed Dimensioned Drawings:

- ☐ Fully-dimensioned Existing & Proposed Signage
- ☐ Location of Signage on Structure:
 - ☐ Dimensioned vertically from ground plane/sidewalk (min. 10' clearance above sidewalk & 16' above vehicular pathways)
 - ☐ Dimensioned horizontally from Property Line/ROW & curb
- ☐ Section & Elevation Drawings (must show how signage relates to the existing architectural elements and any relevant adjacencies with dimensions)
- ☐ Shop Drawings (including how the signage will be affixed & engineered stamp if applicable)

Zoning Code Review Requirements:

Note: Signage that includes electrical and/or structural components, or encroaches on the Public ROW (including during the installation process) requires additional permit review.

***Variances require Landmarks Commission (second and fourth Thursdays) review & approval.**

- ☐ Signage square footage, length of bldg/unit's street frontage, primary frontage & entrance(s)
- ☐ Type of Signage Included (check all that apply):
 - ☐ Wall Sign
 - ☐ Free-Standing/Monument Sign
 - ☐ Projecting Sign
 - ☐ Window Sign (25% max coverage per window pane for specific districts per Code)
 - ☐ Canopy/Awning Sign
 - ☐ Roof Sign
 - ☐ Skyline/Hi-Rise Signage (Downtown/Flats area only, see attached skyline signage policy)
 - ☐ Identify Building Owner & Provide Letter of Approval/Authorization
 - ☐ Percentage of Building Occupied (over 50% typically required): _____.
 - ☐ Temporary Sign (banner, flag, penant, window, portable, etc.)
 - ☐ Changeable Copy Sign (automatic/manual)
 - ☐ Billboard
 - ☐ Other (please specify): _____.
- ☐ Internally or Externally Lit? (If so, include night rendering & applicable drawings/plans): ☐ Yes / ☐ No

***Note: Ownership/Authorized Decision-Maker & Design Representative should be present for the meeting, not just Fabricator. (No Ownership present to answer questions may cause delay in review process).**

