



**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](mailto: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](mailto: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:



# CITY OF CLEVELAND

## Mayor Justin M. Bibb

Cleveland City Hall  
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T: 216/664-2535  
[landmarks@clevelandohio.gov](mailto:landmarks@clevelandohio.gov)

## Cleveland Landmarks Commission Design Review Checklist

### Level of Review:

- Pre-review meeting or initial consultation with Landmarks Commission Staff (*written scope of work, general idea of uses, scale, relationship among context, placement and configurations of footprints, concept site layout, structure massing, conceptual facades*)
- Schematic Review (feedback only)
- Final Review

*No action is taken for Schematic Design Review level by Landmarks Commission or Design Review Advisory Committee.*  
Submissions are required in electronic form only. Email application form and presentation/slide deck to [jbeam@clevelandohio.gov](mailto:jbeam@clevelandohio.gov) by the deadline below.

### Items Required to be included in a presentation/slide deck for Design Review:

#### Schematic Review:

- Landmarks Commission Design Review Application Form (*as a separate file from the presentation*)
- Site Location Map (*can be a screenshot from online maps showing the location of the building*)
- Site Context (*image or map showing adjoining properties, site elements, and street names*)
- Existing Conditions (*color images of each elevation; site context, including nearby buildings*)
- Measured Site Plan (*include north arrow, scale, legend, and key dimensions including setbacks from property lines, widths of structures and drives, etc.*)
- Section / Elevation Drawings (*to scale; including color versions, if requested*)
- Floor Plans for projects involving additions, new placement of windows, new construction, and interior changes (*typical floors*)
- Illustrative Renderings if color elevations require perspective view (*perspective or photo simulations to scale*)
- Furnishings and Site Amenities (*locations, details including manufacturing cut sheets*)
- Conceptual Landscape and/or Streetscape Plan (*identify changes or impacts to the public right of way, if any*)
- Tree Preservation Plan for projects over 1 acre, or new construction greater than 4 units (*see Chapter 341.051, and contact Jennifer Kipp, [JKipp@clevelandohio.gov](mailto:JKipp@clevelandohio.gov)*)
- Storm Water Management Plan/Drawings & Determination Letter for new construction and large site changes. (*Contact Regional Sewer District (NEORSD) if the project disturbs over 0.5 acres at [CDPP@neorsd.org](mailto:CDPP@neorsd.org)*)

#### Final Review (all the above, plus):

- Signage Plan (*signage-specific checklist should be referenced for required sign information*)
- Lighting Plan (*including locations, fixtures, heights, etc.*)
- Material, Color and Final Details Lists (*including manufacturing cut sheets and/or brochures*)
- Final Landscape and or Streetscape Plan (*approved through Urban Forestry, with plant species list, number of plants and sizing of plants*)

**Due Dates:** Electronic submittals are required to be emailed to [jbeam@clevelandohio.gov](mailto:jbeam@clevelandohio.gov) or as directed by **noon at least seven days before** the scheduled Design Review Advisory Committee meeting as a combined PDF file or PowerPoint presentation

**Submissions will be scheduled for a meeting once all required items have been received.**  
**Submissions may be delayed until all requested items are received by Landmarks staff.**