

## Additional Helpful Pointers for Successful Design Review

### Landmarks Commission/Design Review Advisory Committees

#### DO INCLUDE:

- A **brief** project summary (this doesn't have to be in the presentation but can be verbalized)
- **Site plan** with existing features and any proposed changes to the site and public right of way
- Locations **marked on a site plan** of any lights or signs proposed should be included (even if the lighting and signage is not finalized)
- **Existing condition photos from various views** (included from across the street, from up and down the street, and an aerial – from which you could pull up on Google Maps) of the surrounding area of the parcel (to give the Committee and Commission members perspective of the expected views from motorists, pedestrians, cyclists, etc.).
- **Historic images** of the building/district/street if available
- Detail on any **restored or replaced materials** (including existing window or door materials, dimensions, and style and treatment of existing materials) should be included separate from a site plan or elevation detail
- **Renderings from various views** that include color, site furnishings, and landscaping (if included in the project)
- Landscape/Streetscape plans should include **a plant list** (with color images) if applicable
- Detail on any **new materials** (including product name, color, dimensions, installation) should be included separate from a site plan or elevation detail)

#### OTHER CONSIDERATIONS

- Design Review Applications must be a separate attachment from the presentation itself.
- No .zip files accepted
- Presentations and application must be emailed to [jbeam@clevelandohio.gov](mailto:jbeam@clevelandohio.gov) as directed by noon at least one week in advance of a scheduled meeting. Incomplete submissions are subject to a delay until all information is provided
- Multiple slides or pages for a presentation are preferred as projects may be reviewed on a computer/tablet screen. Be sure your information and images are clear and legible
- Design Review Advisory Committees are advisory to the Cleveland Landmarks Commission and any recommendations by a Committee are not final actions. Depending on the scope of the projects, submission may be approved administratively or will need to be reviewed by the Cleveland Landmarks Commission at their next available meeting after the Design Review Committee has made a motion.
- Contractors should notify the property and business owners about the design review process and owners are strongly encouraged to join the meeting as well to respond to questions and comments from the Design Review Advisory Committee members.