



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:

PROJECT NAME:

PROJECT ADDRESS/LOCATION:

OWNER:

EMAIL:

ARCHITECT:

EMAIL:

CONTRACTOR:

EMAIL:

Who will be presenting the project to the Design Review Advisory Committee and Landmarks Commission?

OWNER / ARCHITECT / CONTRACTOR

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 ☐ 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

(For staff use only)

Historic District/Landmark Name:

Design Review Advisory Committee Case Number Assigned:

Landmarks Commission Case Number Assigned:



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
- ☐ 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 plans to landmarks@clevelandohio.gov or as directed by Landmarks Commission staff by the due date indicated below.

Items Required for Design Review:

Schematic Review:

- ☐ Landmarks Commission Design Review Application Form
- ☐ 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)*
- ☐ Measured Site Plan *(include north arrow, scale, legend, and key dimensions (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 Design Review Advisory Committee requests *(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 *(Applies to projects over 1 acre, or new construction > 4 units see Chapter 341.051, and contact Jennifer Kipp, JKipp@clevelandohio.gov)*
- ☐ 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 Review (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 to be emailed to landmarks@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.**