



## Cleveland Landmarks Commission Sign Review Checklist

### Level of Review Options:

Schematic Review *(feedback only from the local Design Review Advisory Committee and the Landmarks Commission)*

Final Review for Certificate of Appropriateness/approval

No action is taken for Schematic Design Review level by the Design Review Advisory Committee or Landmarks Commission. Projects will need to complete the Final Review level before a Certificate of Appropriateness is granted.

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

### **Review the items below to see what to include in a complete presentation/slide deck.**

Additional information should be provided if relevant to explaining the project in a presentation. Not including details important to the understanding of the proposed changes may lead to delays in review.

Landmarks Commission Design Review Application Form *(as a separate file from the presentation)*

Communication started with other City review bodies through the Construction Project Record application with the Department of Building and Housing. Project Records/permits are required for sign changes in designated Landmark Historic Districts or on designated Cleveland Landmarks.

Site Location Map *(can be a screenshot from online maps showing the location of the building)*

Measured Site Plan and Sign Location Plan *(include north arrow, scale, legend, and key dimensions including setbacks from property lines, widths of structures and drives, location of sign in relation to building, etc.)*

Existing Conditions *(color images of each elevation with additional image of additional signage on the building or adjacent properties)*

To-Scale Dimensioned Drawings or Images that include all the following:

- Fully measured existing signage and fully measured proposed signage
- Location of signage on structure including: signage square footage, length of bldg/unit's street frontage, primary frontage & entrance(s)
- Measurement vertically from ground plane/sidewalk *(min. 10' clearance above sidewalk & 16' above vehicular pathways)*
- Measurement 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)*

Illustrative Renderings *(perspective or photo simulations to scale)*

Specs, Colors and Installation Details for Final Sign Design *(including clear detail on how sign will be adhered to building)*

Master Sign Plan *(if applicable)*

Ownership/Authorized Decision-Maker & Design Representative aware of and able to be present for the meeting, not just Fabricator *(No Ownership present to answer questions may cause delay in review process)*

Illumination Plan *(if illuminated)*

**Due Dates:** Submissions must be emailed to [jbeam@clevelandohio.gov](mailto:jbeam@clevelandohio.gov) or as directed by Landmarks Commission staff no later than **noon at least seven days before** the scheduled Design Review Advisory Committee meeting as a combined *PDF file or PowerPoint presentation*.

**Projects will be scheduled for a Design Review Advisory Committee meeting once all required items have been received. Projects are scheduled for a Landmarks Commission meeting once the Design Review Advisory Committee meeting is completed.**