



Cleveland Landmarks Commission Design Review Checklist

Level of Review Options:

- For large development projects: Pre-review meeting with Landmarks Commission Staff
(written scope of work, general idea of uses, scale and relationship to existing buildings/site, conceptual site plan)
- 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.

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

Items marked with a STAR are a base requirement for projects applying for Final Review. 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. Large development representatives should also be in communication with all relevant City Councilmembers and Community Development Corporations.

Schematic Review:

- ★ Site Location Map *(can be a screenshot from online maps showing the location of the building)*
- ★ Measured Site Plan *(include north arrow, scale, legend, and key dimensions including setbacks from property lines, widths of structures and drives, etc.)*
- Site Context/Massing Study *(image or drawing showing neighboring properties showing height and scale for subject building and adjacent properties)*
- ★ Existing Conditions *(color images of each elevation with additional images showing areas of concern/changes)*
- ★ Section and/or Elevation Drawings or Images *(to scale and showing changes to existing building/site)*
- Example Floor Plans for projects involving additions, new construction, changes in window placement
- Illustrative Renderings *(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)*

Final Review (add to be considered for Final Review):

- Signage Plan *(signage-specific checklist should be referenced for required sign information)*
- Lighting Plan *(including locations, fixtures, heights, etc.)*
- ★ Specs, Colors and Final Details for all new materials *(including manufacturing cut sheets and/or brochures)*
- Final Landscape and/or Streetscape Plan *(with plant species list, number of plants and sizing of plants)*

Due Dates: Submissions must be emailed to 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.