



# City of Cleveland

Justin M. Bibb, Mayor

City Planning Commission



Cleveland City Hall  
601 Lakeside Avenue, Room 501  
Cleveland, Ohio 44114  
T: 216/664-2210 F: 216/664-3281  
Planning.clevelandohio.gov

## **Level of Review (in order of process):**

- 1. Conceptual Approval (*general idea of uses, scale, relationship among uses, and context*)
  - 2. Schematic Design Approval (*placement and configurations of footprints, site layout, structure massing, general texture, and design of facades*)
  - 3. Final Design Development Approval (*details of structures and site layout including placement, materials, colors, dimensions, etc.*)
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- Request any above level of review as "Information Only" with no approval recommendation action taken.

## **Items Required:**

Submissions are required in electronic form. Email plans to the [neighborhood planner](#) or send files via an online file sharing service. Staff will review submissions for completion and incomplete submissions may be subject to a delay in review.

### **Conceptual Approval:**

- [Application Form](#)
- Written Project Summary (*including location, scale, investment; number of units, square feet, residents, employees, parking spaces; potential code issues; and any other pertinent information including but not limited to sustainable features.*)
- 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*)
- Site Plan drawn to scale (*include key dimensions: setbacks from property lines, widths of structures and drives, etc.*)
- Section / Elevation Drawings (*including color versions, if requested*)
- Floor Plans (*typical floors*)
- 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](mailto:JKipp@clevelandohio.gov)*)
- After Conceptual Review and **prior** to Schematic please discuss with your neighborhood planner if [PETBoT review](#) is necessary and if so, email Robert Knopf ([RKnopf@clevelandohio.gov](mailto:RKnopf@clevelandohio.gov)) to schedule a review.

### **Schematic Approval (all the above, plus):**

- Illustrative Renderings if Design Review committee requests (*perspective or photo simulations to scale*)
- Furnishings and Site Amenities (*locations, details including cut sheets*)
- Conceptual Landscape and/or Streetscape Plan (*with plant list*)
- 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](mailto:CDPP@neorsd.org))*

### **Final Approval (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 by **noon seven days prior** to the Design Review Advisory Committee meeting  
(*electronic: pdf or PowerPoint*)