Level of Review:

- Conceptual Approval (general idea of uses, scale, relationship among uses, and context)
- Schematic Design Approval (placement and configurations of footprints, site layout, structure massing, general texture and design of facades)
- Final Design Development Approval (details of structures and site layout including placement, materials, colors, dimensions, etc.)

Any of the above levels of design may be presented as “Information Only” with no approval action requested

Items Required:

Submissions are required in electronic form as well as hardcopy unless City Planning staff indicates otherwise electronic submissions up to 20 megabytes can be accepted.

- 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 (include: north arrow, scale, legend and key dimensions and notes)
- Landscape and or Streetscape Plan (with plant list)
- Furnishings and Site Amenities (locations, details incl. cut sheets)
- Section / Elevation Drawings (including color versions, if requested)
- Floor Plans (typical floors)
- Illustrative Renderings (perspective or photo simulations to scale)
- 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 (for final approval only)
- Determination letter from Northeast Ohio Regional Sewer District [NEORSD] for Combined Sewer Coverage

Due Dates:

Design proposals should be submitted to staff for preliminary review at least 3 days prior to submittal deadline

Electronic and Hard Copy Handout submittals are required 7 days prior to the Design Review Advisory Committee meeting (electronic: pdf or power point)

Presentation boards to be used at Design Review Advisory Committee may be brought directly to the meeting (and must accurately reflect colors that are proposed are required)

Note:

All drawings must be legible in both digital and hard copy format. Non-legible submissions are subject to rejection.