

Appendix C
CITY OF CLEVELAND
STATEMENT OF COOPERATION
BY
DESIGN REVIEW PROJECT SPONSOR

This form must be completed, signed, detached, and submitted by the authorized project sponsor for prompt handling for any proposed project to be reviewed by the Design Review Committee. Sponsors regularly doing business with the City should keep a blank copy of this form for recurrent photocopy and submittal.

I, the undersigned, have read "*Design Review by the Cleveland City Planning Commission's Design Review Committee: A Guide for Applicants*" ("Guide") and agree to all terms and conditions therein as the authorized sponsor for the following project:

Project Name (print or type)

Project Address

I understand that the Planning Commission staff is under no obligation to place my proposal on a Design Review Committee agenda until all specified project submittal requirements are met. Further, I understand that the Design Review Committee and/or the City Planning Commission will table my project if I have not submitted all presentation (mounted) materials to the staff by the specified deadline.

I also understand that I might be subject to design review fees, as explained in the "Guide." This includes a \$35.00 application fee in all cases where fees are charged (see reverse of form) and a review fee (based upon project cost for exterior work) if the project is approved by the City Planning Commission or by the staff administratively. If fees apply to the above project, I understand that the **application fee** must be paid **before** the City will review the project and that the **review fee** must be paid **before** the Planning Commission staff is permitted to issue a Certificate of Appropriateness and/or to sign the building permit application.

Name (print or type)

Organization

Signature/date