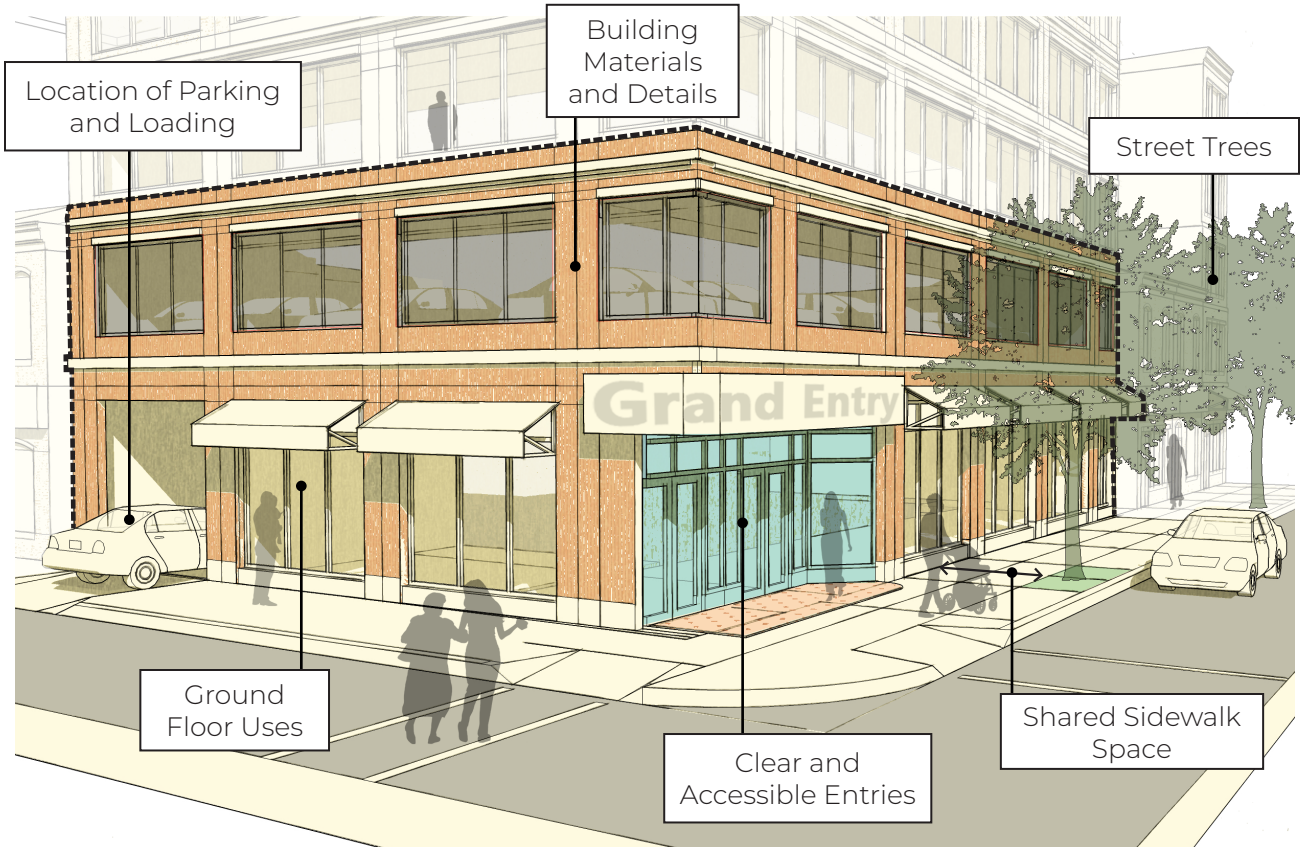
CIVIC DESIGN REVIEW

Large building projects can benefit the people who will be living and working there, and those who live nearby. Civic Design Review evaluates building proposals and the Committee, when necessary, recommends ways to make them better for their communities.

Civic Design Review is for projects over a certain size. To find out if CDR is mandatory, consult Table §14-304 in the Philadelphia Code.

Example of Civic Design Review Elements



Civic Design Review Addresses the Following:

1. What is the existing context of the site in the surrounding neighborhood?
2. How will the proposed project function in the neighborhood?
3. Does the proposal enhance neighborhood qualities?
4. Is the proposed project compatible with the character of the neighborhood?
5. Has the local community organization been engaged?

PCPC
Urban Design Division
One Parkway Building
1515 Arch Street, 13th Floor
Philadelphia, PA 19102

City of Philadelphia

Submission Materials

A digital PDF must be submitted on CD, USB flash drive, or by email to PCPC. 5 bound hard copies of the requirements in 11"x17" format must be delivered to the PCPC by 4pm on the day of the submission deadline. Receipt of submission does not guarantee a space on the agenda. All application materials must be mailed or hand-delivered to:

Philadelphia City Planning Commission
Attn: Civic Design Review
1515 Arch Street, 13th Floor
Philadelphia, PA 19102
Email: CDR@phila.gov
Phone: (215) 683-4674

All drawings must be drawn to a scale where all elements of the streetscape are visible. The relationship of outside spaces to inside spaces must be evident.

- ☑ Referral sent from L&I to PCPC
- ☑ CDR application form *
- ☑ CDR Sustainability Questionnaire *
- ☑ Complete Streets Handbook Checklist *
  A digital Microsoft Word file must also be submitted.
- ☑ Photographs
  Include proposed building site and immediate area and aerial photographs in plan and three-dimensional views.
- ☑ Existing site survey
  The site survey must include all existing street conditions. In addition to the 11" x 17" hard copy, please submit a 24" x 30" plan.
- ☑ Proposed ground floor plan
  Must show all building entrances and exits and vehicle loading and unloading areas.
- ☑ Landscape plan
  Must include plant species list and any hardscape materials.
- ☑ Building elevations
  Include all sides of the building(s) and label exterior materials.
- ☑ Site sections
  Show the relationship of proposed building(s) to adjacent buildings and spaces (minimum of two).
- ☑ Renderings
  Minimum of two views including at least one at street-level perspective. Exterior materials must be rendered.
- ☑ 3D massing model
  Must show the proposed development within the context of surrounding buildings.
- ☑ Building materials
  A written description and photos of the building materials and their textures and colors.
- ☑ Registered Community Organization Letter
  Include meeting date and location.
- ☑ Response to comments given at first review
  A written response to comments if proposal is returning for a second review.

** Available online at www.phila.gov/documents/civic-design-review-cdr-application-materials/*

The Process

Determination of Requirement by Licenses & Inspections (L&I)

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Applicant submits materials to PCPC staff

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Notice to and meeting with Registered Community Organization (RCO) (P)

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Review and recommendations by Civic Design Review Committee at advertised meeting (P)

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Potential 2nd submission and 2nd review meeting (P)

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PCPC sends letter to L&I
CDR Process is complete

(P) Public meeting or hearing required.

The CDR Committee Includes:

Professionals in the fields of architecture, landscape architecture, urban design, building and development, and sustainability, and up to two seats on the Committee for the local Registered Community Organization representatives.

Important Dates

Submission materials must be received by 4pm on these days:	2020 CDR Meetings:
December 24, 2019	January 7, 2020
January 21, 2020	February 4, 2020
February 18, 2020	**March 3, 2020***
March 24, 2020	April 7, 2020
April 21, 2020	May 5, 2020
May 19, 2020	**June 2, 2020***
June 23, 2020	July 7, 2020
July 21, 2020	August 4, 2020
August 18, 2020	**September 1, 2020***
September 22, 2020	October 6, 2020
October 20, 2020	November 3, 2020
November 17, 2020	**December 1, 2020***

*10 am start time as needed, for updates please go to www.phila.gov/departments/philadelphia-city-planning-commission/