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**

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?
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 *
- Proof of mailings for community meeting
- Photographs
- Existing site survey
- Proposed ground floor plan
- Landscape plan
- Building elevations
- Site sections
- Renderings
- 3D massing model
- Building materials
- Registered Community Organization Letter
- Response to comments given at first review

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

The Process

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

Applicant submits materials to PCPC staff

Notice to and meeting with Registered Community Organization (RCO)

Review and recommendations by Civic Design Review Committee at advertised meeting

Potential 2nd submission and 2nd review meeting

PCPC sends letter to L&I

CDR Process is complete

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

<table>
<thead>
<tr>
<th>Submission materials must be received by 4pm on these days:</th>
<th>2020 CDR Meetings:</th>
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<tbody>
<tr>
<td>December 24, 2019</td>
<td>January 7, 2020</td>
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<td>January 21, 2020</td>
<td>February 4, 2020</td>
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<td>November 17, 2020</td>
<td>December 1, 2020*</td>
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*10 am start time as needed, for updates please go to www.phila.gov/departments/philadelphia-city-planning-commission/