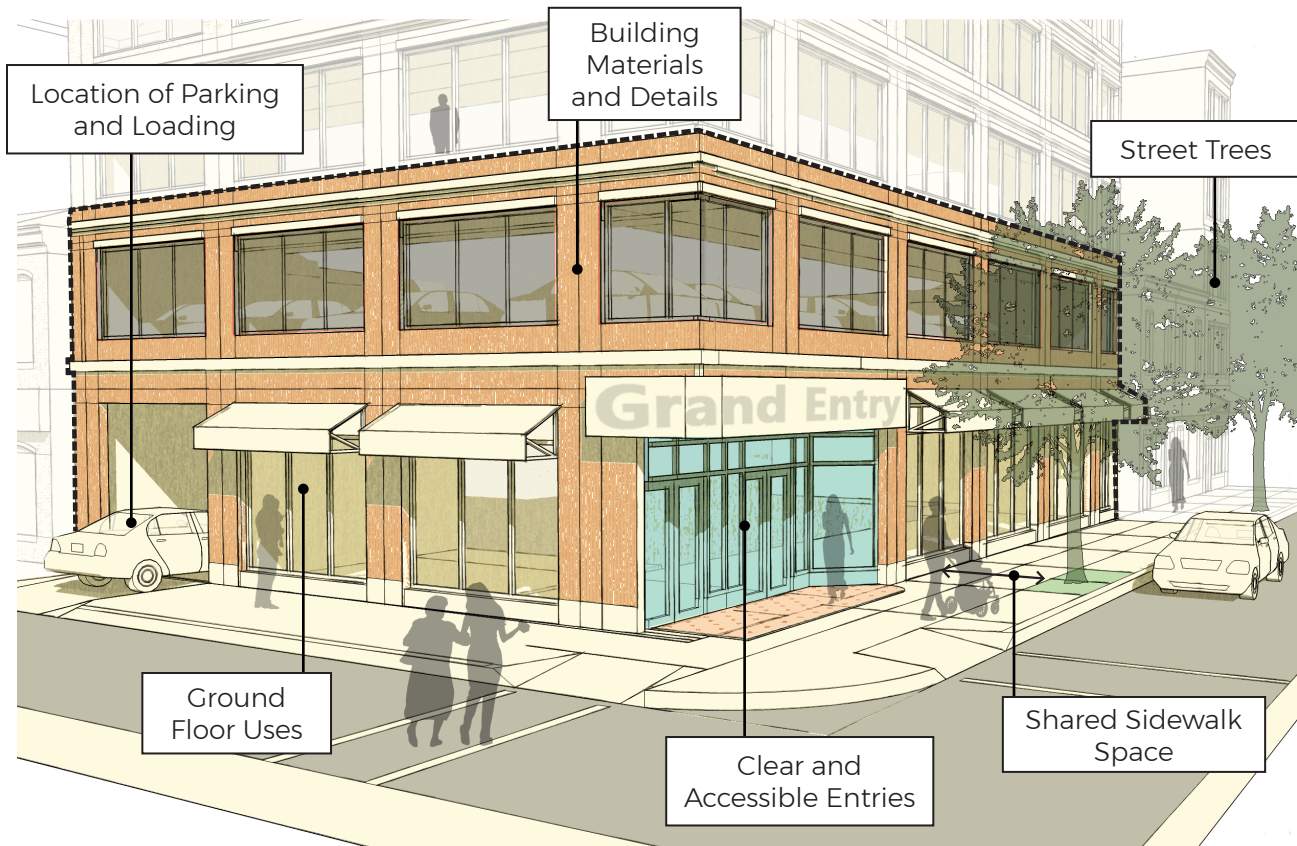# CIVIC DESIGN REVIEW

CDR

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

Location of Parking and Loading

Building Materials and Details

Street Trees

Grand Entry

Ground Floor Uses

Clear and Accessible Entries

Shared Sidewalk Space

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 For Remote Meetings

Owing to the COVID-19 pandemic, the Civic Design Review meetings will be held remotely using the Zoom platform. Therefore all submission materials are required to be electronic. Electronic files must be submitted by email to PCPC by 4pm on the day of the submission deadline. Receipt of submission does not guarantee a space on the agenda.

Application materials must be emailed to: CDR@phila.gov.

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.
- ☑ **Proof of mailings for community meeting**
  Provide a copy of the "Certificate of Mailing" for notifications for the Registered Community Organization meeting
- ☑ **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)

⬇

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
Remaining 2020 CDR Meetings:

September 8, 2020
> Submission deadline: August 18, 2020

September 14, 2020
> Submission deadline: August 24, 2020

October 13, 2020
> Submission deadline: September 22, 2020

October 22, 2020
> Submission deadline: October 1, 2020

November 10, 2020
> Submission deadline: October 20, 2020

December 10, 2020
> Submission deadline: November 19, 2020

Submission materials must be received by 4pm.