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 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 *
- 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.

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.

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