

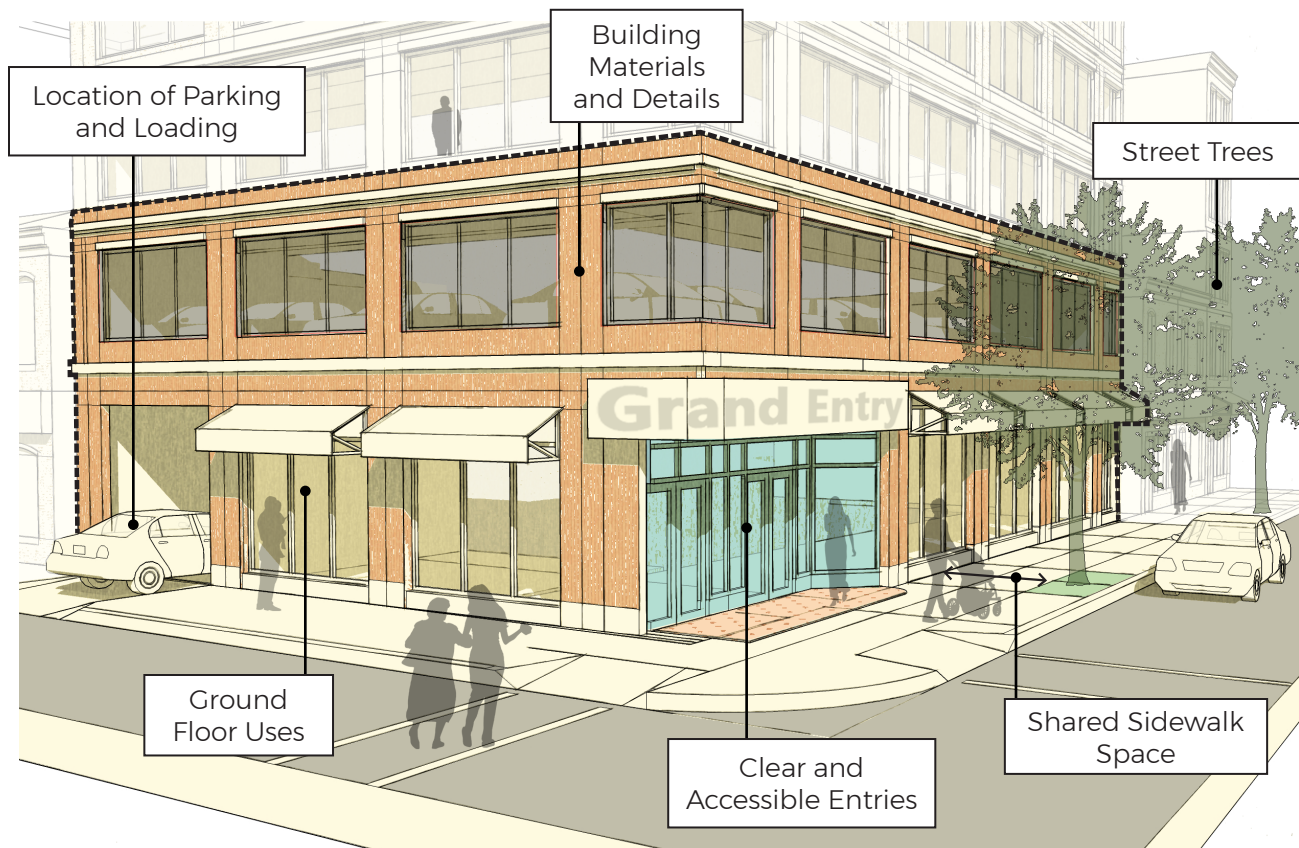
CIVIC DESIGN REVIEW



Large development projects should benefit the people who will be living and working there, and those who live nearby. Civic Design Review evaluates building and masterplan proposals. The Committee recommends ways to make these proposals more beneficial to 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?



Department of Planning and Development
Civic Design Review
CITY OF PHILADELPHIA

PHILADELPHIA CITY PLANNING COMMISSION
ART AND DESIGN DIVISION

Submission Materials

A digital PDF must be submitted by email to CDR@Phila.gov. The PDF should maintain the 11"x17" format. Receipt of submission does not guarantee a space on the agenda.

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. For more detailed information about the submission requirements, please visit :

[CivicDesignReview/SubmissionMaterials](#)

Administrative Materials

- ☒ Referral sent from L&I to PCPC
- ☒ CDR application form *
- ☒ CDR Sustainability Questionnaire *
- ☒ Complete Streets Handbook Checklist *
- ☒ Proof of mailings for community meeting
- ☒ Registered Community Organization Letter
- ☒ Response to comments given at first review

Design Materials

- ☒ Photographs
- ☒ Existing site survey
- ☒ Proposed ground floor plan/site plan with Complete Street's dimensions
- ☒ Landscape plan
- ☒ Building elevations
- ☒ Site sections
- ☒ Renderings
- ☒ 3D massing model
- ☒ Building materials

RCO Participation

Registered Community Organizations (RCOs) play an important part in the CDR process. If there is more than one RCO for a project site, the City Councilmember's office chooses one group (the Coordinating RCO) to help set up a meeting between the applicant and community to discuss the proposed project. All RCOs which have the proposed project site within their boundaries are invited to attend the meeting. Additionally, RCO meetings are open to any member of the public.

The Coordinating RCO is responsible for writing a letter to the Planning Commission staff confirming that the community meeting took place. This letter can contain feedback about the proposed project and it is shared with the Civic Design Review Committee. An RCO representative may also share comments about the project at the Civic Design Review meeting. The CDR committee can seat up to two representatives from two different RCOs. Development teams are encouraged to meet with the community more than the CDR minimum requirements that are described here.

* Available online at [CivicDesignReview/ApplicationMaterials](#)

The Process

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



Applicant submits materials to PCPC staff. See deadlines below.



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. Up to two representatives of RCOs may participate as Committee members when a development in their area is under review.

Important Dates

2021 CDR Meetings:

January 5, 2021
February 2, 2021
March 2, 2021
April 6, 2021
May 4, 2021
June 1, 2021
July 6, 2021
August 3, 2021
September 14, 2021
October 5, 2021
November 2, 2021
December 7, 2021

ALL Submission materials must be received by 4pm on these days:

December 15, 2020
January 12, 2021
February 9, 2021
March 16, 2021
April 13, 2021
May 11, 2021
June 15, 2021
July 13, 2021
August 24, 2021
September 14, 2021
October 12, 2021
November 16, 2021