

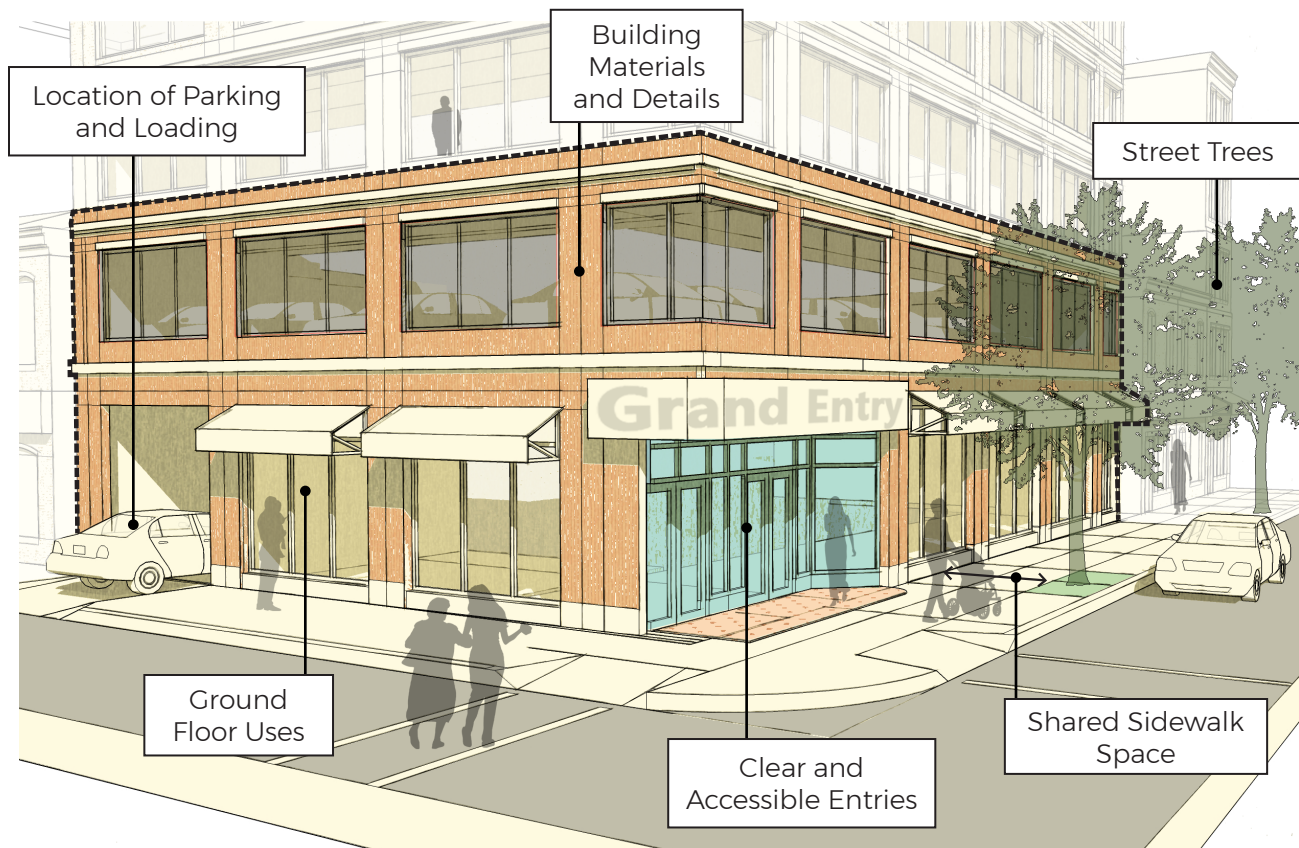
CIVIC DESIGN REVIEW



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

2022 CDR Meetings:

No January Meeting
February 1, 2022
March 1, 2022
April 5, 2022
May 3, 2022
June 7, 2022
July 5, 2022
August 2, 2022
September 6, 2022
** October 11, 2022
November 1, 2022
December 6, 2022

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

No January Meeting
January 4, 2022
February 1, 2022
March 8, 2022
April 5, 2022
May 10, 2022
June 7, 2022
July 5, 2022
August 9, 2022
September 13, 2022
October 4, 2022
November 8, 2022

** Second Tuesday of the month