



Civic Design Review Revision Form

This form is intended to outline the changes that were made to the plans after the application was referred to Civic Design Review (CDR).

Any changes made to the plans must be a result of the CDR process.

Any changes that are not a result of the CDR process may require the submission of a new application.

Application Details

Identify the permit number, location of work and name of applicant.

If a specific location applies or the project involves multiple parcels, please note additional details or address information in the space provided.

Licensed professionals include design professionals, attorneys, and expeditors.

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Address _____

Specific Location or Additional Parcels _____

Applicant Name _____

Applicant's Relationship to property:

- Property Owner Tenant Equitable Owner Licensed Professional or Tradesperson

Proposed Changes

Provide a detailed description of the changes that have been made to the plans since the application was referred to CDR.

A justification of how the change is a result of the CDR process must also be included.

The changes must be highlighted on the revised plans.

Use additional sheets if necessary

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Plan Requirements

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All Zoning plans:

- Limited to two sheets, along with one sheet of supplementary information if needed.
- Drawn to one of the following scales:
 - Engineer: 1"=10', 20', 30', 40', 50', 60', 100'
 - Architect: 1/16", 1/8", 1/4", 3/16"=1'
- Printed in grayscale.

Site plan requirements

All applications must provide a site plan with:

- Cardinal directions.
- Existing lot lines and dimensions as recorded in the deed.
- All structures with exterior dimensions, building heights, and number of stories.
- Decks, roof decks, access structures, and balconies.
- Dimensions of all yards and other open areas.
- Curb lines, curb cuts, and right-of-way widths.
- Any streets, alleys, driveways, or easements bordering or located within the property.
- The location and dimensions of all off-street parking and loading spaces.
- Location and number of bicycle parking spaces.
- New landscaping, screening, and street trees.
- Location of all existing heritage trees. Note if any heritage trees are being removed on the plans.
- Sign sizes and locations.

Elevation or section plan

An elevation or section plan is required for new construction, additions, and signs. The plan must show:

- Building height.
- Average ground level.
- Roof lines.
- Guards, parapets, and similar architectural features.
- Below grade features for zoning compliance such as parking or trash storage.
- Sign sizes and locations.

Declaration & Signature

I certify that all significant changes to the application have been fully and accurately documented and are a result of the CDR process.

Signature of Owner / Owner's Representative _____ Date: _____