

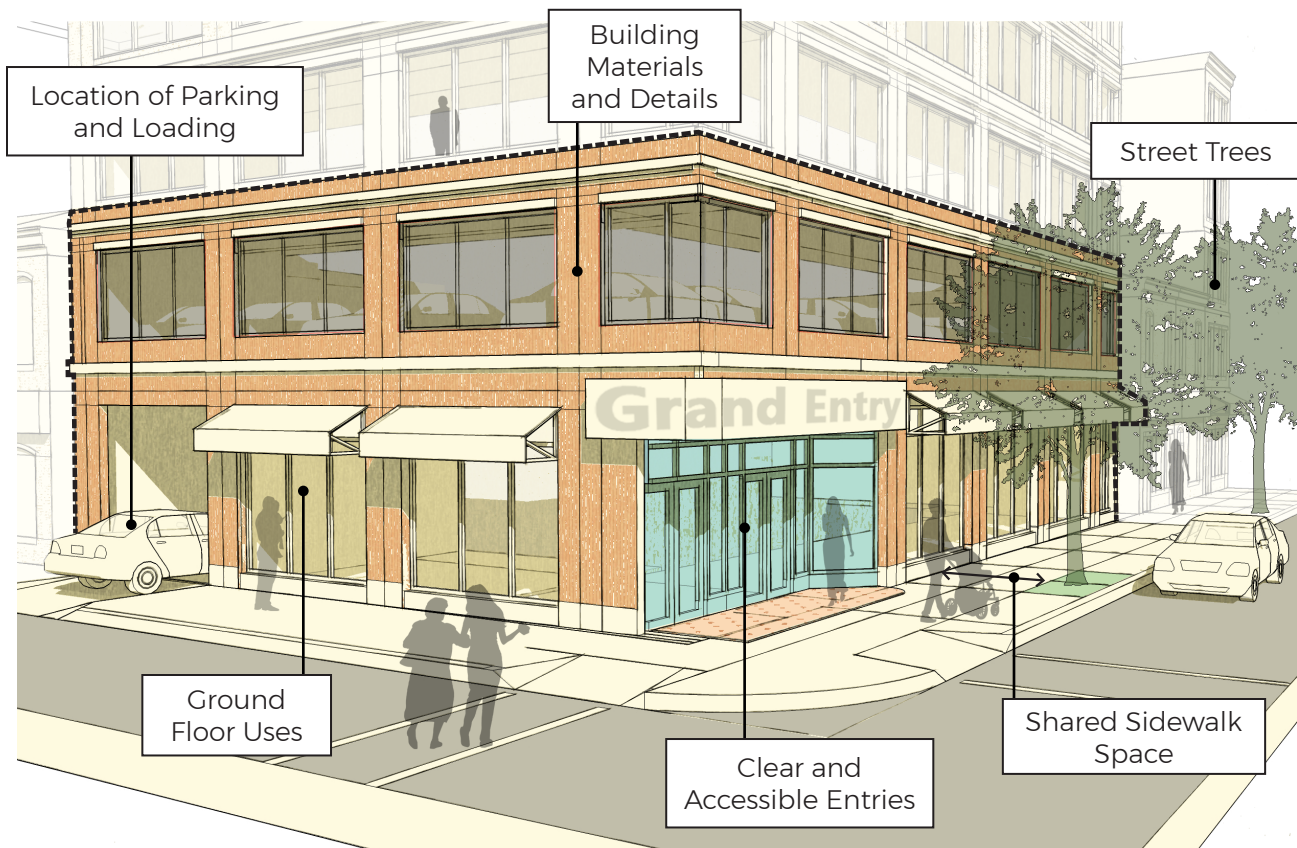
# CIVIC DESIGN REVIEW



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](mailto: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

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

**2024 CDR Meetings:**

~~December 12, 2023~~

January 9, 2024

February 6, 2024

March 5, 2024

April 9, 2024

May 7, 2024

June 4, 2024

July 9, 2024

August 6, 2024

September 3, 2024

October 9, 2024

November 5, 2024

January 9, 2024 \*

February 6, 2024

March 5, 2024

April 2, 2024

May 7, 2024

June 4, 2024

July 2, 2024

August 6, 2024

September 3, 2024

October 1, 2024

November 6, 2024 \*\*

December 3, 2024

\* January 9, 2024 removed from the calendar  
\*\* First Wednesday of the month due to Election Day