



City of Cleveland Department of City Planning General Permit Checklist:

This checklist is to be used by permit applicants who are submitting a site plan to the City of Cleveland. This checklist is not exhaustive of every document that may be requested of an applicant (depending on the nature of the proposed project).

IMPORTANT DEFINITION: A site plan is a plan drawing/diagram which shows the buildings, easements, ground mounted mechanical equipment, fence and/or walls, the position of roads, and other constructions of an existing or proposed property at a defined scale.

AN AERIAL PHOTOGRAPH IS NOT A SUFFICIENT SITE PLAN.

Please include the following

IN A SINGLE PDF DOCUMENT as applicable:

General Permit Site Plan Checklist	
REQUIREMENTS	INCLUDED?
1. North Arrow (must be at top), property boundary, adjacent right-of-way, and graphic scale.	
2. The project site plan must be drawn to a standard scale, such as 1:20, 1:30, etc. and labeled. The plan must be submitted (minimum) on legal paper (8 ½" x 14") paper. Specification books must be included if issued by a design professional.	
3. If the project contains new construction (residential/commercial) or an addition, plans must bear the seal of an Ohio Registered Architect or Professional Engineer responsible for their preparation.	
4. Contact information (including email addresses, phone numbers, and physical addresses) for owner, applicant, and ALL consultants.	
5. Site Data Table: Must include parcel number(s) of project, total site size, zoning district(s), maximum building height, current use of property, and total structure square footage.	





REQUIREMENTS	INCLUDED?
6. Label street name(s) & widths and provide dimensions between buildings and property lines, other structures, and fences and/or walls.	
7. Clearly label EXISTING and PROPOSED development.	
8. Show front, rear, side street, and interior setbacks & dimensions on drawing in relation to the proposed development and the property line(s) and/or existing buildings.	
9. If the project contains new construction (residential/commercial) or an addition, include elevations with dimensions of all proposed finish grades.	
10. Demolition site plans shall show construction and utilities to be demolished, and location and site of existing construction and utilities to remain on the site.	
11. If applicable, label (with dimensions) existing and proposed driveways and/or curb cuts used by any vehicles. Include widths and distance from existing structures and parcel boundaries.	
12. If applicable, include parking lot/spaces to scale. Label the dimensions of each parking space & lane. Certain projects may have to conform to TDM requirements- include TDM strategy if required.	
13. If applicable, show proposed mechanical equipment (such as HVAC) and provide dimensions from the equipment to the property line.	
14. If applicable, show and label (with dimensions) existing and/or proposed fencing. Show distances from property lines and adjacent structures. Provide an elevation of the fence with height and opacity labeled.	
15. If submitted physically, four (4) copies of a completed site plan. If submitted online, one (1) copy of a completed site plan.	
16. Complete the proper permit application for the intended project.	

