





## DESIGN REVIEW COMMITTEE APPLICATION PROCEDURE

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1. The first step of the application process is to submit preliminary plans and information for initial review by City Staff. The following items are needed for this first step:

- Completed Application with property owners signature
- Fee (See Fee Resolution)
- Completed Residential Plan Information Sheet
- One set of plans (fan folded to 8 ½ x 11 inches)
- Three sets of plans if submitting a new residence

**\* Note: All the items must be submitted together. Partial submittals will not be accepted.**

During this time City Staff will review the application to determine completeness and adherence to zoning requirements. Staff will notify the applicant by letter within 30 days from the date of submittal of all revisions needed to continue with the design review process.

2. The second step is to submit plans after revisions have been made. The following is needed to ensure that the project will be heard at a future hearing date:

- 8 (eight) sets of plans (fan folded with project address clearly visible)
- An electronic version of the plans submitted via flash drive or CD.
- Color and Material board (for new residence and additions)
- Staking Plan and Affidavit (if applicable)
- Neighborhood Approval/Objection letters and Declaration
- Addressed and stamped envelopes (mailing label must be typed) for property owner, applicant, and property owners/tenants in the neighborhood. Envelopes must be standard letter size.

**\*\* Note: All the items listed above as well as items required by staff via the correction letter must be submitted. Projects that do not provide all the items requested will not be deemed complete and will not be placed on an agenda. Partial submittals will not be accepted.**

The property owner or his/her agent must be present to answer any questions that the Design Review Committee may have at the hearing. At this time the applicant will know if the project is approved, approved with conditions, denied, or continued to a specific date.