

# HISTORIC DESIGN REVIEW

## PRE-APPLICATION SUBMITTAL

the planning department will only accept applications that meet all submittal requirements of the specific application

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## PLANNER ASSIGNMENT

applications submitted on monday by 5 pm will be assigned to a planner on tuesday at 9 am

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## PRE-APPLICATION CONFERENCE

the design review team meets every wednesday, as needed, with the project planner, applicant, and applicant representative for fifteen to twenty minutes to discuss the impacts of the proposed project - the planner will follow up with the applicant with written comments from the meeting

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## DESIGN REVIEW APPLICATION SUBMITTAL

the planning department will only accept applications that meet all submittal requirements of the specific application

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## COMPLETE APPLICATION

application is given a cursory review by the project planner to check all requirements - comments and anticipated schedule are sent to the applicant within seventy-two hours from the assignement of the application

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## PUBLIC INPUT PERIOD

the property will be posted and a courtesy mailing sent to property owners located within one hundred feet of the property lines - there will be a fourteen day input period for the planner to answer questions from the public regarding the project

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## STAFF ANALYSIS

the project planner will prepare a staff report based on expert analysis of the information submitted according to the criteria set forth in the Design Guidelines and Land Management Code

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## FINAL ACTION

within forty-five days after the public input period the applicant will receive a letter describing the action taken by the planning department - on the date of the decision the property will be posted and a courtesy mailing sent to property owners located within one hundred feet of the property lines - final action may be appealed to the historic preservation board within fourteen days

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