

PPD-DRC
≥ 5 Units

- Submit**
- Application
 - Fee: \$2,830
 - Deposit: \$5,000 (City Architect) *Subject to change
 - 5 full sets of plans at 24" by 36"
 - 1 full set of plans at 11" by 17" or 8.5" by 11"
 - 1 PDF set of plans
 - 3 set of applicable cut-sheets
 - 1 material board

Staff assigns a case number and routes to Planning, Building, Fire, Engineering, City Architect, and Police

Staff reviews the application for completeness and mails comments Up to 30 days

Incomplete

Complete

Applicant Resubmits Revised Plans

Environmental review to be completed. Applicant submits impact studies for Engineering review to determine any necessary mitigations

- Applicant is to submit:
- 7 sets of complete plans at 11" by 17"
 - 4 sets of catalog cut sheets (if applicable)
 - 1 PDF set of complete plans
 - 1 updated material board (if applicable)

Staff schedules application for tentative date for Design Review Commission meeting. Regular meetings are held every fourth Monday of each month.

Staff prepares staff report with conditions of approval for Design Review Commission and makes available to the public 5 calendar days before Design Review Commission meeting

Precise Plan of Design application is presented to Design Review Commission

Continued

Approved

Denied

Applicant submits revised plans

Approval letter and final conditions of approval are mailed to the applicant. Applicant and property owner shall sign and submit affidavit accepting conditions of approval within 5 calendar days.

May be appealed to City Council within 10 business days. Appeals are filed through the City Clerk Department. Fees are to be paid in the amount of \$1,115. (\$565 for appeal, \$150 for posting, \$400 for advertising)

Proceed to the Building Plan Check Process

