

Applicant Review Session (ARS): Pre-App / Initial Consultation

*** This is an optional review session provided prior to the formal submittal process. It provides the option for applicants to meet with each division and observe their initial concerns prior to developing a complete project. This process is advised for larger development projects.

PRE-APP

Submit:

- Application
- Fee: \$655
- Deposit: \$5,000 for City Architect review
- 9 full sets of architectural drawings

Staff schedules meeting for at least 2 weeks after submission. ARS meetings are held on Wednesdays from 1:30 pm - 2:15 pm and 2:15 pm - 3:00 pm.

Staff routes plans to Building Division, Planning Division, Engineering Division, City Architect, Fire Department, and Police Department representatives. Each Division compiles written comments for the meeting

Meeting is held with all representatives and applicant present

Each division discusses their written comments and provides a copy to the applicant and planning.

Applicant may decide to proceed to formal review submittal

INITIAL CONSULTATION

Schedule meeting on ARS schedule sheet. ARS meetings are held on Wednesdays from 1:30 pm - 2:15 pm and 2:15 pm - 3:00 pm.

Building Division, Planning Division, Engineering Division, City Architect, Police Department, and Fire Department representatives attend scheduled meeting

The applicant presents the initial project proposal. The proposal may be as simple or detailed as they wish.

Representatives provide verbal comments and concerns

Applicant may decide to proceed to formal review submittal or the Pre-App process