



### PRE-APPLICATION DISCUSSION

Call or visit the Community Development Department to discuss your project proposal with a member of Planning staff. Planning staff will explain the application process, describe the City's policies and regulations, and advise you of information relevant to your proposal. Planning counter hours are Monday through Friday from 8:30 a.m. to 12 p.m. or 1:00 to 4:00 p.m. by appointment. This informal review will define project goals, establish review strategies and describe timelines, minimizing delays and additional expenses. If necessary, additional preliminary meetings can be scheduled by appointment for a fee.

Once a scope of work is defined, staff will provide you with the appropriate application form(s). If your proposal requires **Planning Commission** approval, you will be given an "*Application for Planning Action*" form and a "*Submittal Requirements Checklist*" of items and materials needed for your application. If your proposal requires a **Building Permit**, you will apply for a permit from the Building Department and your materials will be routed to the planning department for a complete review.

### APPLICATION SUBMITTAL

When you are ready to submit your application, bring all required information as well as:

- Submittal Requirements Checklist – provided at pre-application meeting/discussion
- Completed application form – must be signed by **both** applicant and owner
- Payment method for all fees to be assessed at time of submittal

Staff will review your application materials for completeness and date stamp all documents initiating a 30-day review period. Please ensure that you understand the submittal requirements as explained by staff and outlined in the submittal checklist. **INCOMPLETE OR PARTIALLY COMPLETED APPLICATIONS WILL NOT BE ACCEPTED.**

### APPLICATION COMPLETENESS AND PROCESSING

All complete project submittals are processed and reviewed by planning staff.\*

- Projects scheduled for **Planning Commission Design Review** first receive a staff review. Allow at least 30-days for initial review with additional time to address follow up comments. Allow 2-3 months for Commission review. Note that planning staff will conduct a site visit on all design review applications.
- Projects submitted for **Building Permits** are processed by the **Building Department** and reviewed by all relevant departments.

Staff is provided 30 calendar days to complete all initial reviews. No final action can be taken until a project is considered at a public hearing and after an appeal period has expired.

\*Additional items may be required by the applicant to complete a review; failure to provide this information may delay project processing and approvals.