

Design Review Process - Staff Level

Contact Economic Development with assistance moving through all processes

Appliant verifies use is permitted or conditional within the zone

Contact Planning and Zoning to schedule a pre-application meeting

Submit application

Staff Level

Planning and Zoning reviews the application and provide conditions

Denied (process does not move forward unless appealed)

Conditional Approval

Comply with conditions

Most Staff Level applications do not end up going through the Building department process.

Example of a change of use; signange, paint change, etc.

Example of minor modification for a tenant improvement

Zoning Certificate Issued

Complete the site/building work

Request Site Inspection from P&Z

Final P&Z Inspection

P&Z issues Certificate of completion

Zoning Certificate Issued

Pre-construction meeting

Building Permit Issued

Complete the site/building work

Request Site Inspection from P&Z

Final P&Z Inspection

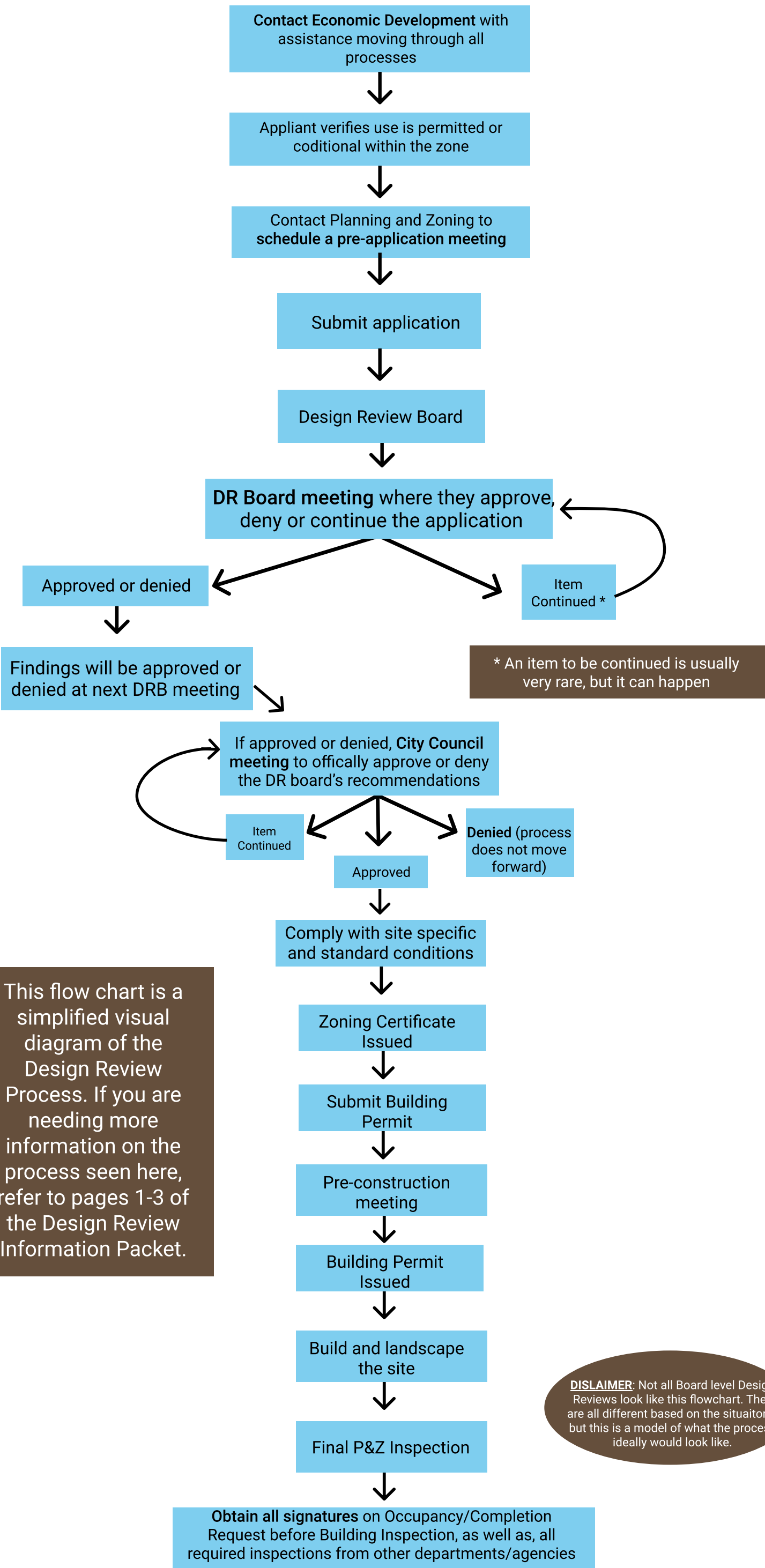
Obtain all signatures on Occupancy/Completion Request before Building Inspection, as well as, all required inspections from other departments/agencies

Occupancy Permit Issued

This flow chart is a simplified visual diagram of the Design Review Process. If you are needing more information on the process seen here, refer to pages 1-3 of the Design Review Information Packet.

DISCLAIMER: Not all Board level Design Reviews look like this flowchart. They are all different based on the situations, but this is a model of what the process ideally would look like.

Design Review Process - Board Level



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