
DESIGN REVIEW

How to Apply for a Design Review

What is Design Review?

The Design Review process is an integral step in the approval of your project. The purpose of Design Review is to assist in the development of architectural quality for buildings used for industrial, commercial, office, residential or other activities, and quality of new landscape and hardscape plans.

When is Design Review Required?

Design Review is required for the construction or exterior modification of any industrial, commercial, office or retail building, and initial construction of residential subdivisions and new landscape and hardscape.

Certain smaller projects such as individual single family custom homes, multi-family residences of two to four units, or additions of less than 15% of existing floor area to existing office, commercial, or industrial projects, permanent signage, or other minor modifications to existing projects will receive Administrative Design Review (ADR) at staff level.

For previously approved projects, you should contact the Planning Division to determine whether Design Review is required in order to obtain a building permit.

Who approves a request for Design Review?

For most projects the Planning Commission reviews projects and then makes the final decision. The Planning Commission conducts a public hearing on the project, hears testimony, and makes a recommendation on the project. Administrative Design Review is reviewed by Staff.

How long does the process take?

The Design Review process ranges from eight to twelve weeks depending on the completeness of the application and the Planning Commission meeting schedule. The Planning Commission typically meets twice a month on the first and third Tuesday.

The Administrative Design Review (staff level) process ranges from two to six weeks depending on the completeness of the application submittal.

What Documents do I Submit?

- A completed application form signed by the property owner
- A completed Impervious Surface and Storm water Treatment Measures Worksheet
- Application Fee - Refer to Fee Sheet
- Site Photographs

- Colors and Materials Board
- Colored renderings (two-dimensional and perspective)
- Environmental Assessment Form
- 8 copies of complete plan sets
- 5 copies of complete plan sets (see attached) for Administrative Design Review
- One 8.5" x 11" reduction of all drawings on paper and transparencies
- Green Building checklist (appropriate for building type) for new construction only