



## DEVELOPMENT REVIEW

### WHAT IS DEVELOPMENT REVIEW?

Development Review is a formal application process to review building and site designs for certain types of development. It is generally required for exterior modifications to, or new construction of, commercial, industrial, institutional, public and multi-family residential structures (five or more units, excluding middle housing), and construction of any type of structure that is located in a special design district. The approval criteria for development review applications are listed in LOC 50.07.003.14.d.

### WHAT IS REQUIRED FOR THE APPLICATION?

Below is a list of generally required materials for an application to be deemed complete and staff can proceed with technical analysis; the Pre-app Planning Notes will have a list tailored to your project. Please do not submit your application until all the items below are included. Consult with the Planning Department if you have questions. All application materials are public information. Additional information may be required upon application submittal.

Please submit a **DIGITAL** copy of each of the following items:

- Completed **Land Use Application form** signed by the property owner(s). Agent authorization is required if the application is not signed by owners of all subject lots.
- **Proof of ownership** for all lots, such as a copy of deeds or title reports.
- A **survey** map that is prepared, stamped, and signed by a licensed surveyor illustrating: the existing structure(s) on the site, the nearest walls of the structure(s) on abutting lots, existing setbacks, two-foot contour lines, easements (if any), and all trees that are 6" in diameter or greater on or in close proximity to the site.
- All relevant graphic information such as a scaled **site plan, floor plans, and complete elevation drawings** (showing existing and finished ground elevations). The existing and proposed footprints and existing and proposed portions of the structure(s) should be clearly labeled on all plans. The elevations for remodeling projects need to clearly identify the existing structure and the proposed additions, and label all building materials and colors.
- A **narrative** addressing all applicable standards listed in the Pre-App Planning Notes in detail.
- If tree removal is necessary as a result of the proposed development: **a site plan illustrating the location, size, and species of all trees on the site** and identifying those designated for removal. Address **Type II tree removal** criteria [LOC 55.02.080 of the Tree Code] and include a **mitigation plan**. Tag trees requested for removal with a yellow ribbon.
- Additional information as identified by the City in the Pre-App Planning Notes.
- Payment of **application fee** (staff will create an invoice to be paid at the time of application submittal).

# APPLICATION PROCESS

The flow chart on the right identifies the typical review process for a minor land use Application. Special circumstances may increase certain processing times.

PRE-APPLICATION CONFERENCE REQUIRED: A Pre-Application Conference (Pre-App) with staff is required for all minor development applications. The purpose of the Pre-App is to discuss the proposal, applicable criteria, and requirements for completing an application. Please refer to the [Pre-App handout](#) for more information.

APPLICATION SUBMITTAL: After a Pre-App, the applicant files an application with the Planning Department using the [Land Use Application form](#) available at the department and on the [City's website](#). A complete list of the required application materials specific to your proposal will be provided at the Pre-App. The next page has a list of the materials that are typically required for a minor land use application.

APPLICATION REVIEW: After intake and fee payment, submitted plans and documents are routed to all necessary city departments for review. The City has 30 days to determine whether the application package is complete (meaning it has all the information necessary to make an informed decision). If the application is incomplete, a letter will be emailed to the applicant indicating what additional information is missing. When the application is "complete," the applicant is notified and the City mails a Notice of Application to surrounding property owners, beginning a 14-day comment period.

DECISION: In most cases, Planning staff will issue a decision on an application within 2-3 weeks after the comment period ends. If staff finds that the application will be controversial or there is a high likelihood that the staff decision will be appealed, staff will forward the application to the DRC for a public hearing for the initial decision. Your application will be evaluated on the information you provide, the criteria in the applicable Development Code sections, public testimony, and a site visit by staff.

APPEAL: Appeals of the staff decision can be made to the Development Review Commission (DRC), and further appeals to the DRC's decision go before the City Council.

