Planning Permit Submittal

Note: This Step may not be necessary for all types of projects. Permit Center staff will identify if planning permits are required for your specific project.

Now that you have a complete set of plans, you are ready to apply for your Planning Permit through the Design Review process. Before you submit, however, do a final review for completeness by using the plan checklists from the previous step one more time. This will help you review the set in its entirety and enable you to check for continuity of the plans and cross-references.

How to Apply for Design Review Approval

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 residential buildings. Design Review is required for the construction of all housing units and some residential additions or exterior alterations.

Projects such as individual single family homes, duplexes, or other minor modifications to existing one and two family homes will receive Administrative Design Review (ADR) at staff level. The ADR process ranges from four to six weeks depending on the completeness of the application submittal.

A few things to remember when applying for your Planning Permit are:

- All plan sets need to be folded to no larger than 9"x12" for filing purposes
- A complete and accurate submittal package will save review time and help avoid additional resubmittal and reviews

Note: Once you gain Design Review approval, you can apply for your building permits, which when issued, will authorize you to begin construction. Please proceed to Step 6 of this manual for Building Permit Submittal Documents and Step 7 for Building Permit Submittal.

When applying, please provide the appropriate number of plan sets and supporting documents as listed below:

- 8 copies of complete plan sets (Staff to check appropriate box)
- □ 5 copies of complete plan sets (Staff to check appropriate box)
- □ 1 completed application form signed by the property owner
- 1 completed Impervious Surface and Storm water Treatment Measures Worksheet
- □ 1 completed Environmental Assessment Form
- Site Photographs
- Colors and Materials Board, Colored Renderings
- □ One 8.5" x 11" reduction of all drawings on paper and transparencies
- Application Fee: Please see fee sheet attached in Step 3 of this manual

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