DESIGN REVIEW APPROVAL PROCESS

Applicant submits a complete application and fee

Applicant may request and submit a pre-application meeting prior to formal application

Planner reviews the application for compliance

Planner schedules a DR hearing date

Planner publishes and mails notices DR hearing

Applicant posts the property (10) days prior to the DR hearing and provides an affidavit

Planner provides applicant with a staff report prior to the DR hearing

DRC reviews application and either *approves*, *continue*, or *denies* the application

If DRC continues, applicant resubmits plans addressing comments

If DRC denies, applicant has (10) days to appeal to CC

Planner publishes and mails notices of DR approval

If no objections within (10) days of noticing, application approved

If objections are received within (10) days of noticing, public hearing triggered with CC

Note:

- This process shall apply to:
  1. **New construction** (nonresidential and residential units where two or more attached/detached dwelling units are adjacent to one another on separate properties or on a single site;
  2. **Major and minor alterations**;
  3. **Large-scale construction**; and
  4. **Development in specific locations as set forth in 8-4C-2**.

GARDEN CITY

10/04/17