

## **ARCHITECTURAL REVIEW BY THE PLANNING DEPARTMENT**

### **Pre-Application Phase**

- Current Planning Administrator/Planner meets with developer and points towards Zoning Ordinance requirements, Comprehensive Plan recommendations, applicable Planning policy areas, and the adopted Design Guidelines
- General guidance provided on submitted materials including concept plans, elevations, renderings, and samples

### **Planning Commission / City Council Phase**

- Applicant submits all required paperwork, including:
  - General Development Plan / Preliminary Site Plan
  - Exterior elevations / renderings
  - Color scheme for exterior building materials
  - Landscape plan
  - Signage plan
- Submitted materials are reviewed by the Planner, who then generates a list of preliminary review comments to provide to the Architectural Planner. The Planner, Current Planning Administrator, and the Architectural Planner discuss the project materials and preliminary review comments on an as needed basis through email correspondence and/or meeting(s) for consistency with applicable requirements, guidelines, and policies.
- Comments are included through Accela, the Agenda Review Committee (ARC) and the subsequent comment review letter
- Proffers that include architectural language or exhibits will be sent to the Architectural Planner for review and comment

### **Preliminary Plan Phase**

- Applicant submits all required paperwork, including:
  - Preliminary Site / Subdivision Plan
  - Exterior elevations / renderings
  - Color scheme for exterior building materials
  - Landscape plan
  - Signage plan

- Submitted materials are reviewed by the Planner, who then generates a list of preliminary review comments to provide to the Architectural Planner. The Planner, Current Planning Administrator, and the Architectural Planner discuss the project materials and preliminary review comments on an as needed basis through email correspondence and/or meeting(s) for consistency with applicable requirements, guidelines, and policies.
- Comments are included through Accela, the ARC and the subsequent comment review letter

### **Final Plan Phase**

- Applicant submits all required paperwork, including:
  - Final Site / Subdivision Plan
  - Exterior elevations / renderings
  - Color scheme for exterior building materials
  - Landscape plan
  - Signage plan
- Submitted materials are reviewed by the Planner, who then generates a list of preliminary review comments to provide to the Architectural Planner. The Planner, Current Planning Administrator, and the Architectural Planner discuss the project materials and preliminary review comments on an as needed basis through email correspondence and/or meeting(s) for consistency with applicable requirements, guidelines, and policies.
- Comments are included through Accela

### **Planned Unit Development (PUD) Sign-Off Phase**

- Applicant submits as part of the application:
  - Plan
  - Exterior elevations / renderings
  - Color scheme for exterior building materials
  - Sign-off from Home Owners Association
- Submitted materials are reviewed by Customer Service Planner, or Planner of the Day for consistency with PUD Criteria and consults the PUD Administrator, and the Architectural Planner when necessary.
- Comments are included through Accela

10/5/2020