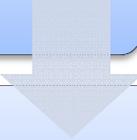


DRC PROCESS

PRE-APPLICATION MEETING: Presentation by Applicant to DRC in City Council Chambers 10:00am every 2nd Thursday of month (the Thursday before City Council meetings, as necessary) . Allows DRC to understand project and ask questions. Allows Applicant to prepare necessary documents and information for submittal to DRC for proper review. Deadline for requesting review is the Friday before the DRC meeting.



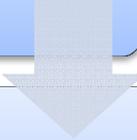
SUBMITTAL/DISTRIBUTION: Applicant submits digital and hard copy plans and other required submittal items requested at pre-application meeting; plans posted on City's Intranet; DRC Coordinator posts blank comment sheets on Intranet for each DRC member.



COMMENTS AND FOLLOW UP DRC MEETING: DRC members post comments on Intranet within 10 days. Comments DRC Coordinator forwards comments to Applicant within 15 days of submittal. Applicant responses to comments; Applicant resolves comments with individual DRC members; if necessary, DRC Coordinator schedules follow-up DRC meeting with Applicant. Applicant has opportunity to re-present project; address comments; question DRC members, prior to DRC approval sign off submittal.



DRC APPROVAL: Applicant re-submits plans and other required items; plans posted on City's Intranet for DRC members; DRC members issue comment sheet approving submittal with any conditions ; DRC Coordinator issues approval letter to Applicant;



POST DRC/PERMITTING: Applicant submits DRC approval letter prior to issuance of building permit, Public Works permit; or Zoning approvals.