DESIGN REVIEW PRE-APPLICATION PROCESS

Summary

The Unified Development Code (UDC) requires all applicants to arrange a pre-application conference with the Community Development Director or his/her designee prior to the submittal of a Design Review application packet. This meeting is a time for staff to distribute the necessary application material and explain the application process. It is not a time for any sort of review of submittal documents or proposals.

Process

At the pre-application conference, staff will give the applicant the necessary application material as well as strongly recommend the applicant apply to the Development Services meeting for preliminary review of the project.

The Development Services meeting is usually the first opportunity for Town staff to view or discuss proposed projects. Agendas and any materials submitted for these meetings are distributed to all affected departments, including the staff advisors for Town Council appointed Boards, Committees, or Commissions relating to development within a special plan district.

At the Development Services meeting, information regarding the Design Review process will be given to the applicant.

Staff advisors shall have the responsibility of relaying suggestions, concerns, or comments from any affected group to the applicant at the Development Services Committee Meeting and shall be responsible for reporting to their respective group all pertinent information obtained during the review process.

When an application for Design Review consideration of a project within the Green Valley Redevelopment Design Review Area is placed on an agenda for Design Review Board consideration, Community Development Department staff will forward the agenda to the staff advisor for the Green Valley Redevelopment Area Commission in order to disseminate the information to the Commission.

References

UDC Section 15-02-014, Part III, A(2)