
Commencement of Work and Improvement Agreements

The following requirements shall apply to all projects submitted for review by the Planning and Zoning Commission except single family and duplex developments:

- A. Authorization for Commencement of Work:
 - 1. There shall be no grading, excavation, cutting of trees or vegetation until written approval has been obtained from the Community Development Director or Town Manager. Written approval shall be in the form of a letter of “Authorization to Proceed.”
 - 2. If the project is a multi-staged project, each phase of the project shall obtain an “Authorization to Proceed” prior to commencement of work on that phase.

- B. Project Improvements Agreement and Improvements Guarantee.
 - 1. Improvements Agreement. This agreement shall consist of an itemized listing of public and private improvements such as landscaping, revegetation, public and private drives, streets, walks, storm drainage improvements, sewer and water lines required for a development or land use with specific quantities and costs. A reclamation guarantee will also be required by the Town. This agreement shall be on a form provided by the Town.
 - 2. Improvements Guarantee. This guarantee shall consist of one or more security arrangements acceptable to the Town which secure the construction of such public and private improvements as are shown on the improvements agreement and the approved development plan.
 - 3. No project shall be issued a Certificate of Occupancy until all landscaping and site improvements, both public and private, are completed.
 - 4. A conditional or temporary Certificate of Occupancy may be issued by the Town when sufficient funds or collateral remain as a part of the improvements agreement to complete all incomplete landscaping or site improvements.

Design Review Process

The design review process shall be applied to all proposed projects with the following exceptions:

1. Single family homes and one duplex situated on one lot. These projects will be reviewed by the Town staff and will be submitted directly to the Planning and Zoning Commission for review.
2. Minor building projects which do not significantly alter the appearance of the exterior of a building. In most cases, this work pertains to interior remodeling. These projects will be reviewed by the Town's building official.

Commercial and Multi-family Projects Pre-application Conference

Applicants seeking a building permit including property owners, developers, contractors and architects shall obtain a copy of this document. A fee of \$10.00 shall be charged.

Applicants shall thoroughly review the Town's *Design Regulations and Guidelines* prior to scheduling a pre-application conference with the Town. After the applicant has reviewed the *Design Regulations and Guidelines*, the applicant shall request the Town, in writing, to schedule a pre-application conference.

The letter shall describe the proposed project and the project's location. The Town shall schedule a pre-application conference within 10 days after receiving the letter from the applicant. The pre-application meeting is for the purpose of answering any questions related to the Town's regulations and the review process. It is recommended that the applicant bring a site plan of the proposed project and any other pertinent information to the conference in order that the Town can offer comments and suggestions prior to an applicant expending considerable time on engineering and architectural services. It is strongly recommended that the applicant, their architect and civil engineer attend the pre-application conference.

Project Review

Fifteen copies of the complete submittal addressing the *Design Regulations and Guidelines* shall be submitted to the Town. After an application is received, the Town staff shall determine if the application is complete in terms of addressing the Town's *Design Regulations and Guidelines* and other Town ordinances. The applicant will be notified in writing within 14 days of submittal if deficiencies and/or omissions exist.

Once a complete application is submitted, a DRC meeting will be scheduled within 14 days. The Town shall distribute copies of the submittal materials to the appropriate agencies for review.

The DRC will make recommendations to the Planning and Zoning Commission concerning the merits or deficiencies associated with the project. If problems or concerns are identified, it is highly recommended that they are corrected prior to scheduling a meeting with the Planning and Zoning Commission.

The Town will schedule a meeting between the applicant and the Planning and Zoning Commission within 21 days after the DRC meeting. All DRC findings and recommendations will be forwarded to the Planning and Zoning Commission in writing.

The Planning and Zoning Commission shall either approve, conditionally approve, or disapprove the submittal within 14 days of the applicant's presentation. The reasons and/or conditions for approval, conditional approval or disapproval shall be set forth in the minutes of the meeting in which the decision is rendered.

The applicant may make a written request to withdraw or postpone the Design Review process at any time.

Approval of a design plan shall be valid for a period of one year. A one year extension of the approval of a project may be granted by the Planning and Zoning Commission upon a written request from the applicant. In all circumstances, all approvals will expire in two years after Planning and Commission approval.

Design Review Process Timeline

