



Site, Landscaping, and Architectural Design Review Process

1. Application

To apply for design review, use the City's [online Planning Application](#). The application will prompt you to attach documents including a detailed project description and set of professionally prepared site, landscaping, and architectural plans. Applications are due by the **last Friday of the month** to be placed on the next month's Plan Commission meeting. We recommend that you contact the Planning & Zoning office before applying to go over the proposal, requirements, and procedures in greater detail. Staff welcomes pre-application meetings, particularly for larger projects.

2. Staff Review

Upon submission, the plans will be reviewed by City departments including Planning & Zoning, Code Enforcement, Public Works, Engineering, Fire, and Health. Feedback will be communicated to the applicant or representative. Staff will work with the applicant to make recommended changes to the designs prior to the Plan Commission meeting.

3. Plan Commission Meeting

The Plan Commission typically meets at 6:00 pm on the fourth Wednesday of each month, except in the months of November or December or when the Chair schedules a special meeting.

4. Required Conditions

The Plan Commission may approve designs with conditions that certain revisions be made or certain steps be taken. Typical conditions of approval include estimated costs of landscaping and screening, surety bonds or other forms of security in the amount of 125% of the estimated costs of landscaping and screening, documentation and approval showing compliance with the Stormwater Management Ordinance, and repair of defective sidewalks within 1 year of approval.

5. Necessary Permits

The applicant may apply for necessary permits or licenses concurrently with design review. However, permits will not be issued until the designs are approved by Plan Commission and necessary conditions of approval are satisfied.