

HISTORIC GRANT

APPLICATION SUBMITTAL

the planning department will only accept applications that meet all submittal requirements

1

PLANNER ASSIGNMENT

applications submitted on monday by 5 pm will be assigned to a planner on tuesday at 9 am

2

COMPLETE APPLICATION

application is given a cursory review by the project planner to check all requirements - comments and anticipated schedule are sent to the applicant within seventy-two hours from when the application was assigned

3

APPLICANT INFORMATION

following the analysis it may be necessary for the applicant to provide additional materials and information to the planning department before the project can proceed

4

STAFF ANALYSIS

the project planner will prepare a staff report based on expert analysis of the information submitted

5

HISTORIC PRESERVATION BOARD

the historic preservation board meets regularly on the first wednesday of the month - the item may be continued to address issues raised during hearing - continuances are with the consent of the applicant - final decisions of the historic preservation board may be appealed to the board of adjustment within 10 days of the final action

6

FINAL ACTION

the applicant will receive an action letter describing the action taken by the board and outlining findings of facts, conditions of approval, and conclusions of law - grant documentation will also be forwarded to the applicant and must be signed and returned within sixty days of the board's positive approval

7

BUILDING DEPARTMENT

the applicant will work closely with the planning and building department to be issued a building permit within sixty days of the approval of the historic preservation board - the work must be finalized within nine months of the building permit issuance

8

FUNDS RELEASED

upon receipt of proof of payment and inspection of work the city will release the funds to the property owner - a lien of 5 years is placed on the property

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