

DETERMINATION OF HISTORICAL SIGNIFICANCE



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 - the property will be posted seven days prior to the public hearing

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

7

HISTORIC SITES INVENTORY

planning staff will update the historic sites inventory list within two weeks of the determination

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