

# 2014 Czech Bohemia Overlay District Review Schedule

Design Review Technical Advisory Committee Meeting	Application Deadline <sup>1</sup>		Recommendations for: <sup>2</sup>		
	Land Development Application <sup>3</sup>	Concept Review or Building Permit <sup>4</sup>	Planning Commission	Board of Adjustment	
1	January 13	<i>January 2</i>	January 8	January 23	February 10
2	January 27	January 15	January 22	February 13	February 10
3	February 10	January 29	February 5	February 13	March 10
4	February 24	February 12	February 19	March 6	March 10
5	March 10	February 26	March 5	March 27	April 14
6	March 24	March 12	March 19	March 27	April 14
7	April 7	March 26	April 2	April 17	April 14
8	April 21	April 9	April 16	May 8	May 12
9	May 5	April 23	April 30	May 8	May 12
10	May 19	May 7	May 14	May 29	June 9
11	June 2	May 21	May 28	June 19	June 9
12	June 16	June 4	June 11	June 19	July 14
13	June 30	June 18	June 25	July 10	July 14
14	July 14	July 2	July 9	July 31	August 11
15	July 28	July 16	July 23	July 31	August 11
16	August 11	July 30	August 6	August 21	September 8
17	August 25	August 13	August 20	September 11	September 8
18	September 8	August 27	September 3	September 11	October 13
19	September 22	September 10	September 17	October 2	October 13
20	October 6	September 24	October 1	October 23	October 13
21	October 20	October 8	October 15	October 23	<i>November 11</i>
22	November 3	October 22	October 29	November 13	<i>November 11</i>
23	November 17	November 5	November 12	December 4	December 8
24	December 1	November 19	November 26	December 4	December 8
25	December 15	December 3	December 10	TBD	TBD
26	December 29	December 17	December 24	TBD	TBD

Dates *italicized and underlined* have been moved due to a holiday.

<sup>1</sup>Applications must be submitted to Building Services or Development Services.

<sup>2</sup>CPC and BOA dates may vary based on other reviews necessary to complete application. The date indicated is the next scheduled meeting after a DRTAC meeting.

<sup>3</sup>Land Development applications include Administrative and Preliminary Site Plan Reviews, Rezoning, Future Land Use Map Amendments, Variance Requests, Conditional Use Applications, and Preliminary Plats. Typically these applications are reviewed by DRTAC after initial site plan review by City Staff. Your Project Manager will be able to help develop a timeline for your particular application.

<sup>4</sup>Building Permits include exterior building permits, sign permits, and other permits which change the exterior of the property. Interior renovations are not reviewed by the DRTAC.

# 2014 Kingston Village and Ellis Boulevard Overlay Districts Review Schedule

Design Review Technical Advisory Committee Meeting		Application Deadline <sup>1</sup>		Recommendations for: <sup>2</sup>	
		Land Development Application <sup>3</sup>	Concept Review or Building Permit <sup>4</sup>	Planning Commission	Board of Adjustment
1	February 3	January 22	January 29	February 13	February 10
2	February 17	February 5	February 12	March 6	March 10
3	March 3	February 19	February 26	March 27	March 10
4	March 17	March 5	March 12	March 27	April 14
5	March 31	March 19	March 26	April 17	April 14
6	April 14	April 2	April 9	April 17	May 12
7	April 28	April 16	April 23	May 8	May 12
8	May 12	April 30	May 7	May 29	June 9
9	<u>May 27</u>	May 14	May 21	May 29	June 9
10	June 9	May 28	June 4	June 19	July 14
11	June 23	June 11	June 18	July 10	July 14
12	July 7	June 25	July 2	July 10	July 14
13	July 21	July 9	July 16	July 31	August 11
14	August 4	July 23	July 30	August 21	August 11
15	August 18	August 6	August 13	August 21	September 8
16	<u>September 2</u>	August 20	August 27	September 11	September 8
17	September 15	September 3	September 10	October 2	October 13
18	September 29	September 17	September 24	October 2	October 13
19	October 13	October 1	October 8	October 23	November 11
20	October 27	October 15	October 22	November 13	November 11
21	<u>November 11</u>	October 29	November 5	December 4	December 8
22	November 24	November 12	November 19	December 4	December 8
23	December 8	November 26	December 3	<b>TBD</b>	<b>TBD</b>
24	December 22	December 10	December 17	<b>TBD</b>	<b>TBD</b>

Dates *italicized and underlined* have been moved due to a holiday.

<sup>1</sup>Applications must be submitted to Building Services or Development Services.

<sup>2</sup>CPC and BOA dates may vary based on other reviews necessary to complete application. The date indicated is the next scheduled meeting after a DRTAC meeting.

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<sup>4</sup>Building Permits include exterior building permits, sign permits, and other permits which change the exterior of the property. Interior renovations are not reviewed by the DRTAC.

# Design Review Overlay District | Review Process

**NOTE:** All projects reviewed by the Czech Bohemia Overlay District (CB-O) Design Review Technical Advisory Committee (DRTAC) are reviewed as part of a Land Development or Permit process described below. Projects which are located within the CB-O are forwarded to the DRTAC as part of the normal project review process. A timeline will be provided to you once your application is received.

The DRTAC highly encourages concept plans to be brought for the committee. Concept Plans are encouraged to be submitted through the Development Services Department in order to allow review by City Staff and the DRTAC.

If you wish to suggest topics for future DRTAC agendas, please contact the Community Development Department at (319)286-5041 or email [communitydevelopment@cedar-rapids.org](mailto:communitydevelopment@cedar-rapids.org)

Type of Submittal	Receiving Department	Next Steps	Recommending Body:	Approving Body	
Pre-Application	Development Services	<p>After submittal your case will be assigned to a case manager.</p> <p>You should receive a staff report in approximately 6 business days after submittal.</p> <p>At this point, your case will be put on the agenda for the next regularly scheduled DRTAC meeting.</p>		N/A – feedback provided for future submittal	
Concept Plan	Development Services			N/A – feedback provided for future submittal	
Minor Preliminary Plat	Development Services			Staff	
Major Preliminary Plat	Development Services			City Planning Commission	
Administrative Site Development Plan	Development Services			Staff	
Preliminary Site Development Plan	Development Services			City Planning Commission	
Conditional Use	Development Services			City Planning Commission	Board of Adjustment
Rezoning	Development Services			City Planning Commission	City Council
Future Land Use Map Amendment	Development Services			City Planning Commission	City Council
Variance	Building Services		<p>Applications will be forwarded to the DRTAC once received.</p> <p>The project will be reviewed at the next regularly scheduled DRTAC meeting.</p>		Board of Adjustment
Building Permits involving: <ul style="list-style-type: none"> <li>Building additions or demolitions</li> <li>Exterior alterations</li> <li>Façade changes</li> <li>Other outdoor building permits</li> </ul> NOTE: Interior renovations are not reviewed by DRTAC	Building Services			Staff	
Sign Permit involving: <ul style="list-style-type: none"> <li>Establishing New Sign</li> <li>Altering size or type of sign</li> <li>Converting sign to digital</li> </ul> NOTE: Face changes on existing signs are not reviewed by DRTAC	Building Services			Staff	