



Design Review Brochure

City of Waterford



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WHAT IS DESIGN REVIEW?

The design review process makes sure that new or remodeled developments in the City will enhance the City's environment. It also makes sure that a development will blend in to the style of the area around it. All professional offices, commercial buildings, multi-family housing units, Planned Unit Developments and Planned Residential Zones are subject to design review. During the design review process, your project will be reviewed for site planning, circulation, architectural design, quality and type of materials, colors and landscaping. The insides of buildings are not subject to design review.

WHO REVIEWS DEVELOPMENTS FOR DESIGN REVIEW?

The Design Review staff of the City of Waterford will review minor projects that are straightforward in nature. The Design Review Board reviews all other projects and all sign programs. Projects reviewed by the staff may be referred to the Design Review Board for policy decisions or appeals of staff decisions.

WHAT IS CONCEPT REVIEW?

If you want advice from the Design Review Board at an early stage, you may request concept review. To do this, submit a completed application form along with the name and location of your project and six copies of preliminary sketch plans to the City of Waterford Planning Department. There is no fee for concept review.

WHAT STEPS ARE NECESSARY TO OBTAIN FORMAL DESIGN REVIEW APPROVAL?

It is your decision whether you want to

receive preliminary and/or final review. The difference between the two is the amount of information required for each application.

Step 1 - Filing an Application

The first step is to submit an [application](#) for either preliminary or final design review to the Planning Department. You also will need to pay the required fees then.

Please see the Design Review application guide for details on what your application needs to contain.

The application will be reviewed for completeness within thirty days. You will be notified if the application is found to be incomplete. Incomplete means that either all information required was not submitted or, some of that information was found inadequate. You will be told what information we need to make your application complete.

Step 2 - Environmental Review

Some Design Review applications need a preliminary environmental review by the case planner. The purpose of this review is to find out if the project will cause any adverse environmental impacts. You may be required to give us more information about traffic, noise, etc. After reviewing all the information, the case planner will make an environmental determination.

Staff Approval or Denial

For projects that staff can review and approve, the case planner will send your application to other departments and public agencies for their review. The case planner will decide whether to approve your project, approve it with conditions or deny your project. The case planner will notify you by letter of his/her action. You or any member of the public may appeal the case

planner's decision to the Design Review Board. This appeal must be filed in writing with the Planning Department within ten working days from the date of the letter notifying you of staff's action.

WHAT IS THE APPEAL PROCESS?

You or any member of the public may appeal the Design Review Board's decision to the City Council. This appeal must be filed in writing with the City Clerk within ten working days from the date of the Design Review Board's action. The case planner will forward a written report and recommendation to the City Council. This will include the Design Review Board's comments and action. The City Council meets the first and third Thursday of each month. The case planner will present the Design Review Board's action to the City Council. The person appealing the decision will be given a chance to speak as well. The City Council may refer the matter back to the Design Review Board for further consideration, may reverse, uphold, or modify the decision of the Design Review Board. The City Council's decision is final.

WHAT OTHER ACTIONS ARE REQUIRED?

Application for Building Permit. (See Building Permit Brochure.)

OTHER RELATED INFORMATION MATERIALS AVAILABLE

Design Review Guidelines

Design Review Ordinance