

PART III

A. Application Procedure

1. Applications for Design Review consideration of any project shall be made on the forms provided by the Community Development Department.
2. All applicants shall arrange a pre-application conference with the Community Development Director or his/her designee prior to the submittal of a Design Review Application Packet.
3.
 - a. The Design Review Board shall review all Design Review applications except minor changes.
 - b. Minor changes shall be reviewed by the Community Development Director or his/her designee.
 - c. Minor changes shall mean any of the following, except for those properties covered by Part IV Subsection D – Historic “Main Street” Payson:
 - i. All resurfacing of existing vertical structures
 - ii. All signs that are otherwise in compliance with this Code
 - iii. A building or vertical structure that (1) is an addition or accessory structure to an existing building and does not exceed the lesser of 25% of the existing building floor area or five thousand (5,000) square feet and (2) is complimentary with surrounding properties as well as the existing building.
 - iv. An addition or accessory structure that does not substantially or detrimentally alter the appearance of the site as seen from off-site.
 - v. Additions or expansions of a site, where no vertical structure is involved.
4. All Design Review applications shall be approved or denied within fifteen (15) calendar days from the date of a complete submittal, unless the applicant requests an extension.
5. A design review application shall not be approved unless the applicant demonstrates the following:
 - a. Consistency with the purpose & intent, vision & goals, and principles of the Design Review Overlay District; and
 - b. Compliance with the Development Standards set forth in 15-02-014, PART IV.
6. The Design Review Board or Community Development Director, on a case by case basis, may make exceptions to the development standards set forth in 15-02-014, PART IV to eliminate or mitigate legal nonconforming buildings, signs or other structures or features of the site.
7. Design Review approval, unless otherwise specified in approval conditions, shall be valid for a period not to exceed 18 months from date of approval.