

NOTICE

SITE PLAN APPROVAL POLICY

Effective December 1, 2006

ALL PERMIT APPLICATIONS WHICH REQUIRE THE FOLLOWING APPROVALS:

- **Lot Split/Consolidation**
- **Design Review and Approval from City Planning or Landmarks**
- **Zoning Review and Approval**

INCLUDING:

- **All New Construction and Additions**
- **All Changes of Use and Establish Use**
- **All Exterior Alterations located in Design Review Districts**

MUST HAVE LOT CONSOLIDATION, DESIGN APPROVAL, AND/OR ZONING APPROVAL PRIOR TO APPLYING FOR A BUILDING PERMIT.

APPLICANT MUST FILE A “ZONING ONLY” APPLICATION WITH SIX (6) SETS OF PLANS INCLUDING:

- **SITE PLAN**
- **SURVEY**
- **FLOOR PLAN(S)**
- **ELEVATIONS (REQUIRED FOR DESIGN REVIEW ONLY)**
- **\$40 FILING FEE**

AFTER SITE APPROVALS ARE OBTAINED, APPLICANT MAY APPLY FOR THE BUILDING PERMIT AND SUBMIT CONSTRUCTION PLANS FOR BUILDING CODE REVIEW.