

NEIGHBORHOOD PRESERVATION PROGRAM  
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NEIGHBORHOOD PRESERVATION ZONE

- A. Pre-application conference with staff
- B. Neighborhood meeting (15-60 days prior to application submittal)
- C. Submit Application (includes Neighborhood Preservation Plan (NPP) as part of application)
  - 1. Fill out application (to be created)
    - a.) confirm property ownership
    - b.) narrative explaining what is requested and why
    - c.) a map illustrating the overlay boundaries
  - 2. Submit NPP with following:
    - a.) Map
    - b.) Special characteristics analysis
    - c.) Proposed development regulations and development review & notice procedures (if applicable)
  - 3. Submit 25% property owner petition
- D. Staff & review agency review. DSD Director's recommendation (not less than 15 days prior to public hearing)
- E. Public Notice (not less than 15 days or more than 30 days prior to hearing to each property owner w/in 300 feet & neighborhood associations within 1 mile)
  - 1. Posted Notice (within 15 days prior to hearing). Published notice at least once in newspaper of general circulation.
- F. Zoning Examiner's public hearing (within 70 days of acceptance of the application)
  - 1. Zoning Examiner's decision (within 5 days of hearing) (May be continued up to 30 days)
  - 2. Zoning Examiner's recommendation (14 days to reconsider; and party of record may request public hearing before M&C)
- G. Public Notice (not less than 15 days prior to hearing)
- H. Mayor & Council consideration