



### **Design & Development Standards Modification Application**

- Application for Development Standards Advisory Board (“DSAB”) consideration to adopt or modify a development standard, must be submitted to the City Engineer or presented to the DSAB during a meeting of the board.
- Submissions to the City Engineer must include:
  - Application Form completed with:
    - Supporting detail and/or graphics to fully describe the proposed modification or new standard
    - An explanation of the purpose, necessity, or justification for adoption of the proposal
    - Contact and company name, address, phone, and email address.
  - Public Meeting Requests presented to the DSAB during a public meeting, unless related to a specific board agenda item, may not be acted on by the Board until a subsequent meeting with appropriate public notice.
    - Prior to placement on a subsequent Board meeting agenda the request must be submitted to the City Engineer as detailed above.
- Appeals to changes in construction plans of public infrastructure due to field conditions or other unforeseen circumstances: decided by Director of Public Works, may appeal Director’s denial to DSAB, if DSAB disagrees with Director’s decision not to approve requested changes to the plans, then automatic referral to City Manager for final decision as soon as practical.

**DSAB Submittal Process:** Following submittal of the Design & Development Standards Modification Request, staff will review the submittal before scheduling a DSAB meeting. Applicants will be notified of the meeting from the contact information on the application form.

Approved requests become effective immediately or on the date effective stipulated by the DSAB in the approval motion.

## Design & Development Standards Modification Request

☐ Existing Standard (Describe & Reference in the Manual): \_\_\_\_\_

\_\_\_\_\_

☐ Proposed Change (Fully Describe):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Proposed Standard: \_\_\_\_\_

\_\_\_\_\_

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☐ Explain purpose, necessity, or justification for modification or new standard:

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Applicant (Print): \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_