

CERTIFICATE OF APPROPRIATENESS APPLICATION PROCESSING SCHEDULE

Submittal Date	Notice of Application Completeness	Begin Planning Staff Review Process	Staff Comment to Applicant or Decision	Additional information submitted (if applicable)	Historic Preservation Commission Review
Determined by applicant	Within 3 working days of submittal	Tuesday following notice of <u>complete</u> application	Friday of following week	Determined by applicant	Between 7 & 33 days after final revisions submitted, or after request to process as is.
	If application is incomplete, process begins anew on submittal date of new information.		For fully compliant administrative review proposals, a decision to approve will be rendered. If revisions or additional information required, or if major project is ready for HPC review, staff comments will be sent to applicant.	Staff response to additional information within 3 working days of submittal. Applicant may provide information or request to process as is.	Number of days depends upon both date of submittal and the number of weeks in a month.