

the windows to have a block frame placement with wood sills and surrounds, and external muntins to match the existing windows.

***Contact the case planner for an appointment for a DRB stamp. DRB Plans will no longer be stamped over the counter without an appointment.**

If an appeal is not filed within the 15-day appeal period of the Design Review Board decision, plans may be submitted for Building Department plan check. **Prior** to Building Department plan check submittal, Design Review Board approved plans must be stamped approved by Design Review Board staff.

Any changes to the approved plans may constitute returning to the Design Review Board for approval. **Prior** to Building plan check submittal, **all** changes in substantial conformance with approved plans by the Design Review Board must be on file with the Planning Division.

Please make an appointment with the case planner for DRB stamp/sign-off prior to submitting for Building plan check.

DRB Staff Member Dennis Joe
