**Conceptual Review Overview**

The Conceptual Review process allows applicants to receive preliminary feedback from City decision-makers prior to spending time and money developing architectural plans and technical studies. The purpose of the Conceptual Review process is to provide applicants with a sense of whether or not the City would support a development concept without going through the more costly and time consuming formal application process.

**Conceptual Review Applicability**

Any person may submit an application for a Conceptual Review. A Conceptual Review is considered by either the Planning Commission or the City Council, depending on which hearing body would have decision making authority over the project if a formal application were submitted.

**Application Requirements**

Applicants must submit a [Master Application](#) and submit necessary fees as established in the City’s adopted [Fee Schedule](#). Unlike other permit applications, Conceptual Reviews do not require the submittal of detailed plans or technical studies. A project description, preliminary drawings, a list of questions and issues the applicant hopes to answer, and any other pertinent information which helps explain the development concept should be submitted with the application.

**Time and Cost**

Conceptual Reviews typically take 30-90 days to process. Conceptual Reviews considered by the Planning Commission require a $1,587 fee. Conceptual Reviews considered by both the Planning Commission and City Council require a $2,380 fee.

**Conceptual Review Process**

Conceptual reviews are considered by the Planning Commission and/or the City Council at a public noticed hearing. The Planning Commission and/or City Council will offer the applicants with non-binding feedback on a development concept. No final decisions are issued for a Conceptual Review. A formal application for necessary permits must be subsequently submitted if an applicant wishes to proceed with their project.