LANDMARK DESIGN REVIEW FLOW CHART

When a project is subject to the design review process, a property owner, architect or contractor submits a design review application. The LPC/LDDRB and Landmark Preservation staff then use the guidelines to inform the subsequent design review process.

The chart below identifies the steps involved in reviewing and approving an application for design review. The chart is intended to assist applicants in preparing application materials at the appropriate level of detail in the course of the project and in establishing a project schedule. Landmark Preservation staff will issue a Certificate of Appropriateness (COA) for a successful design review application. A COA is necessary as part of the building permit process.

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1. **PRE-APPLICATION PROCESS**
   
   **A. SUBMIT PRELIMINARY APPLICATION**
   Available online at the Denver Landmark Preservation web site

   **B. PRE-APPLICATION CONFERENCE WITH STAFF**
   In certain cases, a project can proceed to step 2 without a pre-application conference.

2. **APPLICATION**

   Submit application form and all required submittal materials to Landmark Preservation staff.

3. **REVIEW & APPROVAL**

   Coordinate with staff to determine whether the project is subject to administrative review by Landmark Preservation staff or review by the LPC or LDDRB.

   **3a. ADMINISTRATIVE REVIEW TRACK**
   Staff reviews application for completeness and conformance with applicable guidelines.

   **APPROVAL**
   Staff issues Certificate of Appropriateness (COA) unless LPC/LDDRB review is required.

   **OBTAIN BUILDING PERMIT**
   City staff will review final construction drawings to ensure they match COA approval.¹

   **3b. COMMISSION OR BOARD REVIEW TRACK**
   Staff reviews for completeness and conformance with applicable guidelines

   **COMMISSION OR BOARD MEETING**
   The Commission or Board may make a decision or continue review to the next meeting (unclear applications or neighborhood concern).

   **APPROVED**
   Staff issues Certificate of Appropriateness (COA)

   **NOT APPROVED**
   Applicant may modify project and resubmit plans

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¹Applications are due prior to Commission or Board meetings. Consult the Denver Landmark Preservation web site for current requirements.

²If the Commission or Board approves a project with conditions, the final construction drawings and submittal must reflect those conditions.