



Submitting a Successful Permit Application

The permit process differs for each permit type, and may also vary depending on how complex your project is. These steps are a general guideline to follow to apply for a permit. The entire permitting process can take up to 6 months. Please allow plenty of time within your project planning to accommodate this estimated timeline.

STEP 1: Preliminary Site Analysis (\$240.00 Fee) 30 to 45 days

****Required for new construction and any increase to footprint of a building****

Complete a preliminary site analysis application and attach as much information about the proposal as possible. This may include, but is not limited to the following:

- Site Plan
- Architectural/Design conceptual drawings
- Pictures of the existing building
- Description of project scope

The more information that is provided the more information that you will receive in response to your proposal. You should expect to receive items such as w/s connection fee estimates, architectural design review comments, critical areas identification, permitting requirements.

STEP 2: Building Permit Submittal (See deposit schedule below) and Architectural Design Review (\$350.00 Fee) 60 to 120 days

Building permit and architectural design applications and reviews will be processed as one submittal. For required building permit submittal documents see the building permit process checklist.

The City of Roslyn is a historic district and therefore any proposed construction of a new building or structure; the siting of a manufactured home; or the modification, addition, alteration, moving or demolition of an existing structure or dwelling unit; the siting, construction, or modification of a storage structure or accessory structures; the construction, erection, repair or replacement of a deck; the construction of a covered *patio*; installation of a personal or minor wireless communication facility and all associated landscaping, and clearing and grading activities within the corporate city limits shall be subject to architectural design review unless specifically exempted.

The following are exempt from Architectural Design Review:

1. Repairs to or replacement of roofs, foundations, windows, sidewalks or legally permitted fences under six feet in height, etc., due to natural aging and deterioration in building condition, provided repairs or replacements do not change architectural integrity or existing design.

2. Accessory structures with a footprint less than 200 square feet. (Residential only)

Roslyn Planning and Historic Preservation Commission meetings are held the 4th Thursday of each month with the exception of Holidays for which meetings may be canceled or rescheduled to accommodate.

You will need to submit a fully completed Architectural Design Review application as well as associated documentation which may include, but is not limited to the following; elevation drawings that show all facades, site plan, survey, and any other pertinent information for your project. Please make sure that your plans are as detailed as possible. Feel free to include pictures of existing structures as well as any other pertinent information to the project.

A complete submittal received in Zipflow by close of business on the 10th of each month will be added to the current month's agenda. A complete submittal received after the 10th of the month will be added to the following month's agenda.

Once all of your submittal documents have been uploaded and your appointment has been completed your application will be placed on the next available agenda.

Once we have accepted your submittal materials, you must pay your fees within 48 hours or two business days. If you do not pay your fees, we will return your application as incomplete and you will need to reschedule.

Your application will be reviewed during the regularly scheduled meeting and either approved, conditionally approved or denied by the Commission. You will receive notification of the decision within 5 business days of the meeting.

New Residence	\$ 800.00
Commercial	\$ 800.00
Modular Buildings	\$ 200.00
New Accessory	\$ 200.00
Res. Alteration/Addition	\$ 100.00
Accessory/Alteration Add.	\$ 100.00
All Others	\$ 100.00

STEP 3: What happens next?

Permit Type	Process
New Construction, Alterations and Additions and Other permit types not listed below. (30-60 business days depending upon time of year)	<p>Upon acceptance of your application your plans will go in line for final review and permitting. Plans are reviewed in the order that they are received.</p> <p>Permits for properties within the City's Special Flood Hazard Area (SFHA) require additional review time and permitting through this process.</p> <p>Zipflow will notify you when a step is ready for your to review or when additional information is needed. Be sure to check your junk mail for any notifications.</p>
Mechanical, Plumbing, Above Ground LPG tank placements, Minor clearing and Grading and Significant Tree Permits (10-15 business days)	No additional review required. Permits will be issued once payment is verified