



**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**DESIGN REVIEW FOR THE COLLEGE HILL NEIGHBORHOOD OVERLAY**

City of Cedar Falls  
220 Clay Street  
Cedar Falls, Iowa 50613

**General Information:**

Any substantial changes (as defined in City Code Section 26-181), including new construction, building additions, or facade renovations that substantially change the exterior appearance or character of a building in the College Hill Neighborhood Overlay will require design review and approval prior to any work being done. There are two steps in the review process: review by the Planning and Zoning Commission and approval by City Council. Note that a complete review cycle generally takes about one month.

Note: The College Hill Partnership is a great resource for preliminary feedback and insight into the area. To obtain more information on the Partnership please call (319) 273-6228 or visit their website: [www.collegehillpartnership.org](http://www.collegehillpartnership.org).

**Application Submittal Steps:**

The deadline for design review submittals is 5PM on Mondays specified on the attached schedule of applications. **Submit your completed application by email to: [Planning@cedarfalls.com](mailto:Planning@cedarfalls.com)**. Once a complete proposal is submitted to the Department of Community Development, City Planning staff will review the submission, prepare a staff report, and present the proposal to the Planning and Zoning Commission. The Commission will provide feedback on the project and the Applicant will have an opportunity to make revisions to their proposal if necessary.

If revised documents are necessary staff will present the changes and the Commission will make a recommendation to City Council. The Planning and Zoning Commission meets at 5:30 PM on the second and fourth Wednesday of each month. Once the Commission has provided its recommendation, the proposal will be forwarded to the City Council for consideration. The City Council meets at 7:00 PM on the first and third Monday of each month. The Applicant will be kept informed of their submission's progress. Once the review is complete, appropriate building, land use, and/or sign permits can be issued.

**A Complete Proposal Includes:**

- Nonrefundable processing fee of \$55.00 in the form of a check made out to the City of Cedar Falls
- Letter of intent, including:
  - Address of the property
  - Overview of the work being done and why
  - Name and contact information of the applicant (and owner if different)
  - Approval from owner for improvements (if different than applicant)
- Colored images showing current façade and proposed work
- General materials used and dimensions of the alterations (proposed signs, windows, doors, etc.).
- Completed City's Site Plan Application, if applicable
- List of names and addresses of owners of property within 200 feet of project boundary
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For assistance or more information please contact the Community Development Department at (319) 273-8600.

City of Cedar Falls

(319) 273-8600: email: [planning@cedarfalls.com](mailto:planning@cedarfalls.com)  
CH Design Review/CH Design Review Application 7/8/21

<b>Planning &amp; Zoning Commission</b>							
Schedule of Applications 2021- updated 6/18/21							
Complete Application/ Re-submittal Deadline	Internal Technical Review Committee Meeting***	Distribution of Packets	P&Z Meeting ** Preliminary Consideration	Distribution of Packets2	P&Z Meeting ** Formal Recommendation	Distribution of Packets3	CC Meeting (tentative)
11/23/2020	12/2/2020	12/17/2020	12/22/2020*	1/8/2021	1/13/2021	1/29/2021	2/1/2021
12/7/2020	12/16/2020	1/8/2021	1/13/2021	1/22/2021	1/27/2021	2/12/2021	2/15/2021
12/21/2020	1/6/2021	1/22/2021	1/27/2021	2/5/2021	2/10/2021	2/26/2021	3/1/2021
1/11/2021	1/20/2021	2/5/2021	2/10/2021	2/19/2021	2/24/2021	3/12/2021	3/15/2021
1/25/2021	2/3/2021	2/19/2021	2/24/2021	3/5/2021	3/10/2021	4/2/2021	4/5/2021
2/8/2021	2/17/2021	3/5/2021	3/10/2021	3/19/2021	3/24/2021	4/16/2021	4/19/2021
2/22/2021	3/3/2021	3/19/2021	3/24/2021	4/9/2021	4/14/2021	4/30/2021	5/3/2021
3/8/2021	3/17/2021	4/9/2021	4/14/2021	4/23/2021	4/28/2021	5/14/2021	5/17/2021
3/29/2021	4/7/2021	4/23/2021	4/28/2021	5/7/2021	5/12/2021	6/4/2021	6/7/2021
4/12/2021	4/21/2021	5/7/2021	5/12/2021	5/21/2021	5/26/2021	6/18/2021	6/21/2021
4/26/2021	5/5/2021	5/21/2021	5/26/2021	6/4/2021	6/9/2021	7/2/2021	7/6/2021
5/10/2021	5/19/2021	6/4/2021	6/9/2021	6/18/2021	6/23/2021	7/16/2021	7/19/2021
5/24/2021	6/2/2021	6/18/2021	6/23/2021	7/9/2021	7/14/2021	7/26/2021	8/2/2021
6/7/2021	6/16/2021	7/9/2021	7/14/2021	7/23/2021	7/28/2021	8/9/2021	8/16/2021
6/28/2021	7/7/2021	7/23/2021	7/28/2021	8/6/2021	8/11/2021	8/30/2021	9/7/2021
7/12/2021	7/21/2021	8/6/2021	8/11/2021	8/20/2021	8/25/2021	9/13/2021	9/20/2021
7/26/2021	8/4/2021	8/20/2021	8/25/2021	9/3/2021	9/8/2021	9/26/2021	10/4/2021
8/9/2021	8/18/2021	9/3/2021	9/8/2021	9/17/2021	9/22/2021	10/11/2021	10/18/2021
8/23/2021	9/1/2021	9/17/2021	9/22/2021	10/8/2021	10/13/2021	10/25/2021	11/1/2021
9/3/2021*	9/15/2021	10/8/2021	10/13/2021	10/22/2021	10/27/2021	11/8/2021	11/15/2021
9/27/2021	10/6/2021	10/22/2021	10/27/2021	11/5/2021	11/10/2021	11/29/2021	12/6/2021
10/11/2021	10/20/2021	11/5/2021	11/10/2021	11/19/2020	11/23/2021*	12/13/2021	12/20/2021
10/25/2021	11/3/2021	11/18/2021	11/23/2020*	12/3/2021	12/8/2021	12/27/2021	1/3/2022
11/8/2021	11/17/2021	12/3/2021	12/8/2021	12/16/2021	12/22/2021	1/10/2022	1/18/2022
11/22/2021	12/1/2021	12/16/2021	12/22/2021	1/7/2022	1/12/2022	1/31/2022	2/7/2022
12/6/2021	12/15/2021	1/7/2022	1/12/2022	1/21/2022	1/26/2022	2/14/2022	2/21/2022
12/20/2021	1/5/2022	1/21/2022	1/26/2022	2/4/2022	2/9/2022	2/28/2022	3/7/2022
1/10/2022	1/19/2022	2/4/2022	2/9/2022	2/18/2022	2/23/2022	3/14/2022	3/21/2022
1/24/2022	2/2/2022	2/18/2022	2/23/2022	3/4/2022	3/9/2022	3/28/2021	4/4/2022
2/7/2022	2/16/2022	3/4/2022	3/9/2022	3/18/2022	3/23/2022	4/11/2022	4/18/2022
2/21/2022	3/2/2022	3/18/2022	3/23/2022	4/4/2022	4/9/2022	4/25/2022	5/2/2022

\* Dates shifted to avoid holidays.

\*\* Applications will be forwarded to P&Z once deemed complete and accurate.

\*\*\* If initial Technical Review Committee comments/corrections are extensive another review by the Technical Review Committee will be required.