



**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**DESIGN REVIEW FOR THE CENTRAL BUSINESS DISTRICT**

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

**General Information:**

Any substantial changes (as defined in City Code Section 29-168 item c.), including new construction, building additions, or facade renovations that substantially changes the exterior appearance or character of a building in the Central Business District Overlay will require design review and approval prior to any work being done. There are three steps in the review process: review by the downtown's Design Review Committee, review by the Planning and Zoning Commission, and approval by City Council. Please note that a complete review cycle generally takes about one month.

**Application Submittal Steps:**

To start the process, contact Community Main Street at (319) 277-0213 to be put on an upcoming Design Review Committee agenda. The Committee generally meets at noon on the 3<sup>rd</sup> Friday of the month at the Community Main Street location downtown. Prior to the meeting submit a hard and an electronic copy of all required materials to Community Main Street; see below for a complete submittal list. The Design Review Committee is a great resource for general design feedback and acts as an advisory committee to the Planning and Zoning Commission.

Once the project is reviewed by the Design Review Committee, Community Main Street will forward the request and the Committee's recommendation to the Department of Community Development. City Staff will then review the submission, put together a staff report, and present the proposal to the Planning and Zoning Commission. The Commission meets at 5:30 PM on the second and fourth Wednesday of each month. Once the Commission has given its recommendation on the proposal, it will be forwarded to the City Council for a final determination. The City Council meets at 7:00 PM on the first and third Monday of each month. The Applicant will be kept notified of their submission's progress. Once the review is complete, appropriate building, land use, and/or sign permits can be issued.

**A Complete Submittal Includes:**

- Nonrefundable processing fee of \$50.00 in the form of a check made out to the City of Cedar Falls
- Letter of intent, including:
  - Name and contact information of the applicant (and owner if different)
  - Approval from owner for improvements (if different than applicant)
  - Address of the property
  - Overview of the work being done and why
- 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
- Completed Façade Improvement Grant Program Application, if applicable

For assistance or more information contact the Community Development Department or Community Main Street.