



DEPARTMENT OF COMMUNITY DEVELOPMENT
Downtown Character District Review – Changes to Existing Buildings

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

General Information:

Any changes to the exterior building walls or building features of an existing building located in the Downtown Character District (CD-DT) require administrative review and approval prior to any work being done. This includes any changes to the exterior appearance of the building, such as changes to exterior building materials, windows, building entries, architectural features, awnings, decks, porches, etc.

Note: Main Street's Design Review Committee is a great resource for preliminary feedback on design elements and potential grant opportunities. To obtain more information on the Committee please call Community Main Street at (319) 277-0213 or visit their website: <http://www.communitymainstreet.org>.

Process for Administrative Review:

1. A pre-application meeting is required, where staff will provide guidance on the specific standards and requirements that will apply to the project. Call 319-273-8606 or email: planning@cedarfalls.com to set up a pre-application meeting.
2. Following the pre-application meeting, **submit the attached application form, supporting documents, and fee to the Planning Division at City Hall, 220 Clay Street, Cedar Falls. Also, submit an electronic copy of all documents by email to: Planning@cedarfalls.com**. Staff will check to make sure the application is complete and will notify the applicant of any missing information or documents. Missing documents must be submitted within 30 days of the notice of incompleteness or the application will expire and will be returned to the applicant. If the application expires, it must be resubmitted in full, including the application fee.
3. Once a complete application is submitted, the Zoning Review Committee will review the submission for compliance with the Downtown Character District regulations. If in compliance, the applicant will be notified that the application is approved and a land use permit will be issued. If corrections are needed, the Zoning Review Committee will provide direction. The applicant will then have an opportunity to make revisions to their proposed project and re-submit for review. If corrections are not re-submitted within 30 days of receiving written comments from the City, a new application and fee may be required.

A Complete Proposal Includes:

- Completed application form (see next page)
- Nonrefundable application fee of \$60.00 in the form of a check made out to the City of Cedar Falls
- Letter of intent describing the work proposed
- Elevation drawings with all dimensions and exterior building materials labeled illustrating how the proposed changes meet the applicable standards in the Downtown Character District. (Sec.26-191 through 26-197)
- Dimensions and specifications of the façade elements being altered (windows, doors, awnings, etc.)
- Completed Site Plan Application, if applicable (Site plan application is required for new buildings, building additions, or improvements or changes to the site).

Optional:

- Check this box if you are requesting a "Proportionate Compliance" determination, as outlined in Section 26-38.
- List any minor adjustments that are necessary (Section 26-39).



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Applicant's Name: _____

Applicant's Mailing Address: _____

Applicant's Email: _____ Daytime Phone #: _____

Owner's Name (if different): _____

Owner's Mailing Address: _____

Owner's Email: _____ Daytime Phone #: _____

Current Zoning: _____ Principal use of the property: _____

Property Address or Parcel # _____

Pre-Application Meeting Date: _____

To the best of my knowledge the foregoing and attached statements are true and correct, in addition the owner and/or contractor agree to comply with all requirements of Code of Ordinances of the City of Cedar Falls and the work will be done under those provisions.

Property Owner's Signature: _____ Date: _____

Applicant's Signature (if different): _____ Date: _____

Note: This form is not needed if also submitting an application for site plan review.