



# Design Services Program

## DESIGN SERVICES PROGRAM APPEALS PROCESS

In the event the Architectural Design Review Specialist (DRS) finally rejects elements of, or an entire, submittal, the homeowner or builder/developer may request in writing to the DRS within 30 calendar days an appeal of the decision.

### Appeals Board

An appeals panel consisting of the following will serve on the Appeals Board.

- Director of Real Estate Development Services
- Director of Design and Construction
- Assistant Executive Director of Development Operations

The DRS will submit a written critique of the proposed submission as well as an oral presentation describing the criteria used for rejection. The homeowner/builder will present their opinions and facts to the Appeals Board. A majority vote of the Appeals Board would rule. In the case of an appeal regarding elements of a submittal, the Appeal Board's decision would be final.

In the event of an **entire** submittal being finally rejected, an applicant not satisfied with the Appeal Board's decision may make further appeal as follows:

1. The applicant notifies DRS of their intention to further appeal in writing within 30 days of the Appeal Board's ruling.
2. The DRS will submit the documentation used in the appeals process above to the City's Design Review Committee. The Design Review Committee would be briefed regarding the applicable Design Guidelines by the DRS. The applicant would present their opinions and facts to the Design Review Committee.
3. The Committee would use only the Design Guidelines information and intent as its criteria as to whether a waiver is justified.

The decision of the Design Review Committee would be a recommendation to the NRHA Board of Commissioners whose decision would be final.