

# DESIGN REVIEW APPLICATION PROCESS

**1. Development Review Committee (DRC) Meeting**

Contact Lael Giebel at (727) 298-2755 or [lgiebel@dunedinfl.net](mailto:lgiebel@dunedinfl.net) to schedule

**2. Preliminary Architectural Review Committee (ARC) Meeting**

*(Recommended)*

*Scheduled by Frances Sharp*

**3. Applicant Submittal** *(All requirements must be met at submittal)*

**4. Staff Review application for completeness** *(2-3 days from submittal)*

**5. Architectural Review Committee Meeting**

*Scheduled by Frances Sharp*

**6. Notify applicant of acceptance of application  
and Date of Public Hearings** *(LPA, City Commission)*

**7. Staff prepares and sends Letter of Notice to Applicant**

A legal requirement of the application, a *Letter of Notice* will be prepared for Applicant by Community Development Department to send to property owners within a 500' radius of the property. A list of property owners from the Pinellas County Property Appraisers Office website, [www.pcpao.org](http://www.pcpao.org), will be prepared and is formatted for labels. **Instructions for Applicant:**

1. Print out 2 copies of the address listing. One copy will be to take to the Post Office, the other will be printed on labels.
2. Review the listing and cross out duplicates and any "City of Dunedin" addresses. You will not need to send those addresses a letter.
3. Put a label on each envelope, or handwrite if you do not wish to use labels. Please use your own return address on the letters.
4. Print out the Letter of Notice, sign at the bottom and make a copy for each address.
5. Stuff envelopes, stamp each envelope and seal.
6. Once addressed and stamped/sealed, please take them to the USPS along with the printed copy of the address list and ask for a **Certificate of Mailing** (not certified mail). They will match the listing against your letters, so please bundle them in order of the printed list.

**8. Applicant submits proof of Certificate of Mailing**

*Original must be completed, dated, and returned 2 weeks prior to LPA Meeting*

**9. Staff prepares and submits advertisement to Tampa Bay Times**

**10. Staff post Public Notice on property**

*This notice includes date/time of public meetings and shall be maintained as posted and shall not be removed until after the hearings*

**11. Staff Report on City Website [www.dunedingov.com](http://www.dunedingov.com)**

*Posted Friday prior to Public Hearings*

**Local Planning Agency Meeting  
City Commission Public Hearings (2)**