



Planning Services Division
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HOLD-ON-FRAMING

The Planning Services Division will place a HOLD ON FRAMING INSPECTION in addition to a HOLD ON FINAL INSPECTION for ALL projects with discretionary approvals.

During final inspections, the Planning Services Division has found that applicants often make changes to the approved plans without first obtaining approval, resulting in reconsideration by the appropriate hearing authority. To ensure compliance with the approved plans, a HOLD ON FRAMING INSPECTION will be placed on all discretionary applications to allow the applicant to review the details of the approved plans before they are completed in the field.

Prior to release of HOLD ON FRAMING INSPECTION, the applicant shall comply with the following:

- Review the project file and obtain copies as needed of the following:
 - Approved external residential and landscape light fixtures and locations
 - Approved colors and materials
 - Approved landscape plans
 - Conditions of approval
- Submit photo documentation verifying that the tree protection measures are intact in accordance to the plans (photos shall reflect current conditions)
- Sign the approved plans indicating that the above items were completed and that the applicant understands that the project will be completed in accordance to the approved plans

Please contact the project planner to request that the project file be pulled and placed in Will Call for review during counter hours, Monday through Friday from 12 pm to 5 pm.

Please be advised that during the FINAL INSPECTION by the Planning Services Division, staff will review, at a minimum, the following exterior improvements to ensure compliance with the approved plans:

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| <input type="checkbox"/> Building height, mass, setbacks | <input type="checkbox"/> Materials |
| <input type="checkbox"/> Windows: location, size, color | <input type="checkbox"/> Light fixtures: external |
| <input type="checkbox"/> Doors: location, size, color | <input type="checkbox"/> Landscape |
| <input type="checkbox"/> Colors | <input type="checkbox"/> Hardscape |

The Planning Services Division will conduct random site inspections and issue citations or stop work orders for violations of the conditions of approval. Any deviation from the plans without prior approval from the Planning Services Division will result in a stop work order and reconsideration by the appropriate hearing authority, as determined by the Planning Services Division, resulting in additional cost and delay. The applicant will be required to submit a change of conditions application and processing fee. The HOLD ON FINAL INSPECTION will not be released until the hearing authority has taken action on the change of conditions application.