

## APPLICATION FORM INSTRUCTIONS

### COMMUNITY ASSEMBLY

#### DESIGN REVIEW BOARD LIAISON MEMBER POSITION

Please refer both to Spokane's volunteer application form – "Application for Committees /Boards / Commissions" -- and to the Community Assembly's form – "Design Review Board Liaison Member Application."

The two pages of the city form can be filled out on a personal computer using Acrobat Reader and saved for printing and signing.

It may be more convenient create a separate document to combine together the information for certain items on both forms. For example, in a separate document:

- Combine the city form's EDUCATIONAL HISTORY information with additional discussion in response to item A. on the CA form.
- Combine the city form's EMPLOYMENT HISTORY information with additional discussion in response to item B. on the CA form.
- Combine the city form's BACKGROUND INFORMATION for "civic involvement" with additional discussion in response to item C. on the CA form.
- Combine the city form's BACKGROUND INFORMATION for "specific experience" with additional discussion in response to item D. on the CA form.

On the city's form please make sure the POSTION APPLIED FOR, REFERENCES, and UNDERSTANDING OF APPLICATION blocks are filled in and the form is signed and dated.

On the Community Assembly's form please complete the information on the bottom of the first page and sign the statement on the second page.

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#### FOR ADDITIONAL INFORMATION

The city's web page for the Design Review Board is here:

<https://my.spokanecity.org/bcc/boards/design-review-board/>

The Design Review Board's principal staff member is Dean Gunderson. Dean is available to answer any questions about the Design Review Board and its activities and responsibilities. Please contact Dean by email for any questions: [dgunderson@spokanecity.org](mailto:dgunderson@spokanecity.org)

If there are questions about the application process or other matters related to the Community Assembly's Design Review Boar liaison member position, please contact the chair of the Community Assembly's Liaison Committee, Paul Kropp, by email at [p.kropp@fastmail.fm](mailto:p.kropp@fastmail.fm).