

ACCESSORY STRUCTURES
RESIDENTIAL / COMMERCIAL STRUCTURES
Projects Exempt from Site Plan and Design Review Requirements

Applicant's Name: _____ Phone: _____
 Project Address: _____ Email: _____

SECTION 1:

Yes No **Is the proposed project in a Historic District, or on a Landmark Parcel?**

If checked **NO**, proceed to section 2 below.

If checked **YES**, project must be reviewed by Preservation Staff to determine if proposed work is exempt from Site Plan and Design review.

SECTION 2:

Yes No **Work complies with the Planning and Development Code and the current Building Code.**

SECTION 3: Provide color photos. Printed photos preferred, but clear photos on electronic devices may be sufficient.

SECTION 4:

A. ACCESSORY STRUCTURES

1. The existing building materials are: _____
2. The accessory structure is **not visible from any street views¹ AND:**
3. The structure matches the existing structure exterior materials, windows, doors, roofing, and all other exterior elements **AND:**
4. The accessory structure meets all planning and development code requirements for accessory structures.
5. The accessory structure is **a minimum of 60 feet back from the street AND the visible portion is less than 20 feet in width.**

B. MINOR CHANGE

1. Minor change reviewed and approved by staff and determined to be exempt from site plan and design review. Comment:

 (Requires manager review and approval. Manager initial : _____).

By signing below, the applicant certifies that this form accurately describes the proposed work.

Applicant's Signature: _____ Date: _____

Name of Planner: _____

FOR CITY STAFF USE ONLY Counter Staff: _____

¹ If staff cannot determine if project is visible from street, then project requires management review and approval.