

GARAGE CONVERSIONS / SWIMMING POOLS AND EQUIPMENT
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. GARAGE CONVERSION (Existing garage has been converted or will be converted to living space.)

1. Existing garage door shall be removed and replaced with window(s) OR pair of glazed doors to match the windows and trim/sill of the existing house; **AND:**
2. Existing opening of previous garage door shall be framed in and new siding material and finish shall match the siding material and finish of the existing house; **AND:**
3. Parking pad provided (required unless exempt from onsite parking requirements)

B. SWIMMING POOLS/EQUIPMENT (New or existing swimming pools and/or equipment)

1. New swimming pool in fenced rear yard with all new equipment screened from street views
2. Existing swimming pool with new equipment screened from any street views

C. 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: _____