

**MISCELLANEOUS PROJECTS
 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. MISCELLANEOUS PROJECT EXEMPT FROM SITE PLAN AND DESIGN REVIEW

1. The proposed project **is minor in scope** and has no significant aesthetic change to existing building or project site.
2. The proposed project **is minor in scope** and modifications to existing building and/or project site match existing conditions or serve to improve and enhance the existing project.

PROJECT DESCRIPTION: _____

(This category of approval always requires manager review and approval. Manager initial : _____).

B. MINOR CHANGE

1. Minor change from criteria above 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: _____