

**EXTERIOR STAIRS / RAILING / DECKS / RAMPS**  
**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 to identify existing exterior stair/railing and the repair or replacement locations. Printed photos preferred, but clear photos on electronic devices may be sufficient.**

**A. STAIR / RAILING TYPE AND MATERIAL**

1. The existing stairs/railings materials are: \_\_\_\_\_
2.  The new stair/railing to be repaired or replaced to match existing -- no change in any materials, design, or location; or,
3.  The existing stair/railing to be modified to meet code per city stair/rail detail (attached).

**B. STAIR / RAILING SIDE WALLS**

1.  The stairs/railings have existing sidewalls to remain unchanged or spot-repaired (*not replacing 50% or more of the wall material*) to match in-kind existing.
2.  The stairs/porch has no side walls and no new sidewalls are proposed.
3.  New sidewalls are proposed that match building wall materials and design per proposed design submitted.

**C. RAILING (Stairs, Porches, Decks)**

1.  The existing railing material and design will remain with no work proposed to the railings, or will be spot-repaired (*not replacing 50% or more of the railing*) to match existing in-kind.
2.  The existing railing will be modified to match city stair / rail detail.

**D. DECKS**

1.  New deck not visible from any street view constructed with railing and stairs per city detail.<sup>1</sup> Provide photo and/or drawings to verify location of deck.
2.  Existing deck to be replaced with minimal modifications to size, design, and materials.

**E. RAMPS**

1.  Minor change or repair to existing ramp
2.  New ramp with no railing and with minimal visual impact
3.  New ramp with painted railing and design complementary to building design

**F. 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:** \_\_\_\_\_

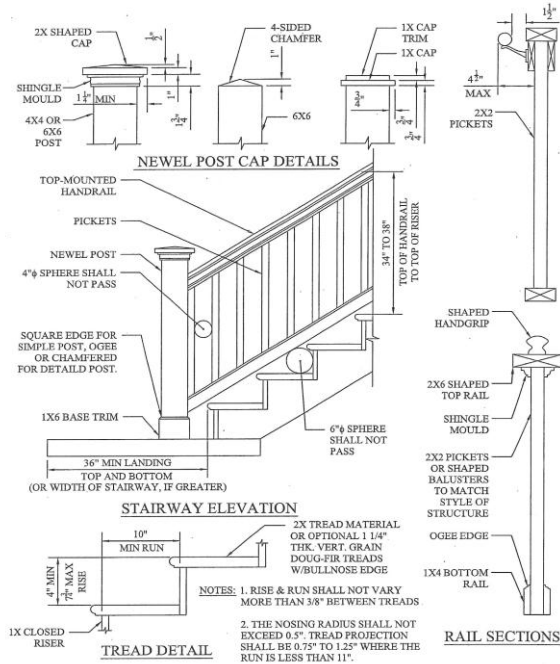
**Applicant shall provide the following as a supplement to Section 2 for review by staff:**

<sup>1</sup> If staff cannot determine if project is visible from street, then project requires management review and approval.  
CDD-0159 Revised 3-18-2014

**EXTERIOR STAIRS / RAILING CHANGES**  
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1. A complete plot plan (minimum size 8 1/2 in. x 11 in.) of the property, with perimeter of structure indicated, and showing location of all areas of stair/railings replacement and/or repair.
2. Photographs of the buildings on the property (all sides of each building including areas of stair/porch work).

**Residential Stair**



**Commercial Stair**

