



Community Development Department

300 Richards Boulevard 3rd Floor Sacramento, CA 95811

Help Line: (916) 264-5011

www.cityofsacramento.org/dsd



1 AND 2 FAMILY RESIDENTIAL STRUCTURES **Over-the-Counter Design Review/Preservation Approval Form** **Exterior Stairs/Railing Changes**

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

If work complies with zoning code for proximity to property lines, lot coverage, dimensions, etc., please check appropriate boxes that accurately and completely describe proposed work:

SECTION 1:

Yes No **Is the proposed project in a Design Review District, or in a Historic District, or a Landmark Structure?**

If checked NO, project can PROCEED to the Building Division for BUILDING PERMIT process.

If checked YES, proceed with questions A and B below:

A. Yes No **Is the building 50 years old or older, in Historic District or is a Landmark?**

If checked YES, must be reviewed by Preservation staff (also complete SECTION 2, below.)

If checked NO, proceed with question B below:

B. Yes No **Does the proposed work involve additional exterior work other than stair/railing work?**

If checked YES, must be reviewed by Design Review staff (also complete SECTION 2, below.)

SECTION 2: *Provide color photos to identify existing exterior stair/railing and the repair or replacement locations.*

A. STAIR / RAILING TYPE AND MATERIAL

1. The existing stairs/railings materials are: _____

2. **Building is Design Review Only*** and:

- i. The new stair/railing to be repaired or replaced to match existing -- no change in any materials, design, or location; or,
- ii. 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. Is Design Review Only* and 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 in-kind the existing.
- 2. The existing railing is Design Review Only* and will be modified to match city stair / rail detail.

NOTES:

- A. ***DESIGN REVIEW ONLY (NOT 50 YEARS OLD OR OLDER, NOT IN HISTORIC DISTRICT, NOT A LANDMARK)**
MODIFICATIONS TO MATERIALS AND/OR DESIGN OF EXISTING STAIRS THAT DO NOT MEET THE STAIR/RAIL DETAIL ARE SUBJECT TO REVIEW BY DESIGN REVIEW STAFF.

B. 50-YEARS OLD OR OLDER, IN A HISTORIC DISTRICT OR A LANDMARK, PROPOSALS THAT INVOLVE NEW DESIGN OR MATERIALS, NEW LOCATION, OR SPOT REPAIRS 50% OR MORE OF THE STAIR/RAILING, OR REPLACEMENT OF THE STAIR/RAILING, ARE SUBJECT TO REVIEW BY PRESERVATION STAFF AND MAY REQUIRE AN APPLICATION.

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

Applicant's signature: _____

Date: _____

FOR CITY STAFF USE ONLY

Counter Staff: _____

- In a Design Review District (*but not 50 years old or older, not in a Historic District, and not a Landmark*) and meets design criteria per Section 2 above? Yes No (requires review and approval by Design Review staff prior to issuance of a building permits)
- Is 50 years old or older in a Design Review District, is in a Historic District, or is a Landmark structure? No Yes (requires review and approval by Preservation Staff prior to issuance of a building permit)
- Not in a Design Review District; not in a Historic District, and not a Landmark, can proceed to Building permit application.

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

- 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.
- Photographs of the buildings on the property (all sides of each building including areas of stair/porch work).

