

Over the Counter Approval Form – Exterior Siding Changes

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

SECTION 1: Please check appropriate boxes that accurately and completely describe proposed work. If Item A is checked "NO", project may proceed directly to the Building Division for building permit process. If Item B and C below can be accurately checked as "NO", the project can proceed to Section 2.

- A. Yes No **Is the proposed project in a Design Review District, in a Historic District, or a Landmark Structure? If checked "NO", project can proceed to the Building Division for building permit.**
- B. Yes No **Is the building 50 years old or older? If checked YES, must be reviewed by Preservation staff.**
- C. Yes No **Does the proposed work involve additional exterior work other than siding? If checked YES, must be reviewed by Design Review or Preservation staff.**

SECTION 2: Please check appropriate boxes, and provide photos and illustrations to identify siding repair and/or replacement locations. See page 2 for examples. Any work proposed that cannot be indicated by checked boxes in Section 2 requires review by Design Review or Preservation Staff prior to proceeding to Building for a building permit. All siding work must comply with building code and industry standards for flashing/moisture barrier

A. SIDING TYPE / MATERIAL

1. The existing siding is wood or composite horizontal lap siding wood or composite shingle or shake
 stucco/plaster siding brick as main façade grooved plywood siding
 vinyl siding aluminum/metal siding
2. The new siding will match the existing siding with no other exterior modifications to the structure
3. Existing siding material will not change and matches the siding material of over 50% of the existing structure .**NOTE: If this box cannot be checked, the siding proposal requires review by Design Review staff prior to approval.**

B. SIDING STYLE AND FINISH/FASTENERS

1. The new siding shall match existing siding with same dimension, lap width, style, finish, and material.
2. The new siding shall be fastened per manufacturer's criteria, and all fasteners shall be appropriately concealed.

C. WINDOW AND DOOR TRIM

1. The existing windows and doors currently have trim and sill that matches all treatment on the project and no change is proposed to the material or design of the window trim or sill as part of siding work.
2. The existing window and door trim shall be removed and replaced to match existing with same material, design, and placement as part of siding work, and with appropriate flashing and moisture barrier per code.

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

Applicant's Signature: _____ **Date:** _____

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Counter Staff: _____

- In a Design Review District and meets design criteria? Yes No (requires review and approval by Design Review staff prior to issuance of a building permits)
- In a Historic District, or is it 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 structure, can proceed to Building

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

1. A complete plot plan (minimum size 8 ½ in. x 11 in.) of the property, showing location of all areas of siding replacement and/or repair,
2. Photographs of the buildings on the property (all sides of each building including areas of siding work).
3. Brochure, photos, drawings, or other form indicating what proposed siding will look like.

Sample: Siding replacement and / or repair diagram.

