

**MINOR ADDITIONS TO EXISTING STRUCTURES / PATIO COVERS**  
**RESIDENTIAL / COMMERCIAL STRUCTURES**  
**Projects Exempt from Site Plan and Design Review Requirements**

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 Historic District, or on a Landmark Parcel?**

If checked **NO**, proceed to section 2 below.

If checked **YES**, project is not exempt and must be reviewed by Preservation Staff.

**SECTION 2:** Provide color photos. Printed photos preferred, but clear photos on electronic devices may be sufficient.

**A. MINOR ADDITION**

1. The existing building materials are: \_\_\_\_\_
2.  **The addition is not visible from any street views AND:**
3.  **The addition matches the existing structure exterior materials, windows, doors, roofing, and all other exterior elements.**

**B. PATIO COVERS**

1.  **The patio cover is not visible from any street views OR is in rear yard of corner lot with minimal visibility AND:**
2.  **The patio cover posts, rails, and roof element are compatible with the colors/materials of the existing structure.**

**C. MINOR CHANGE**

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: \_\_\_\_\_