

RE-ROOFS, ROOF VENTS, GUTTERS, DOWNSPOUTS
HISTORIC PROPERTIES

Projects Exempt from "Site Plan & Design Review" Requirements

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

Attach PRINTED color photos. See next page for instructions. Photos MUST be attached.

SECTION 1:

Yes No **Is the proposed project in a Historic District, or on a Landmark Parcel?**
 If checked YES, proceed to section 2 below.
 If checked NO, use form CDD-0223.

SECTION 2:

Yes No **Does the proposed project only involve work on areas of EXISTING roofs, AND the roofing/roof elements are not a significant feature of the historic property?**
 If checked YES, proceed to section 3 below.
 If checked NO, work requires a Preservation Application.

SECTION 3: Please check appropriate boxes. Any work that cannot be indicated by checked boxes in Section 3 requires a Preservation application and approval by Preservation Staff before proceeding for Building Permit.

A. ROOFING MATERIAL & TYPE

1. The **EXISTING roofing material** is: composition shingle; wood shingle; wood shake; Spanish clay tiles; rolled/membrane/hot mop; metal; Other (describe) _____
2. The **NEW roofing material is:**
 - For non-tile roofs**, new roofing will match the existing roofing material (except that new **3-tab roofing is not allowed** and it will be replaced with dimensional composition roofing);
 - For tile roofs**, the tiles will be carefully removed, stored and replaced in original locations after roof repairs are made; only missing tiles will be replaced to match in-kind* the original.
 - New composition roofs** will:
 - _____be 30-year minimum dimensional composition or "cool-roof" material; **and,**
 - _____be either light brown or light grey color; **and,**
 - _____not wrap fascia barge boards with any shingles.
 - Existing roofing is not the same material/type as original/historic roofing, but the owner is proposing to re-install the original material/type** (example: remove existing composition shingle and replace with wood shingle.)
 Describe original/historic material/roof type that will be re-installed (Counter Staff: confirm with Manager and check "E. MINOR CHANGE" box) _____
 - Existing 3-tab** roofing will be replaced with:
 - dimensional composition shingle wood shake or shingles clay or concrete/composite shingles;
 - Other material, describe: (Counter Staff: confirm with Manager and check "E. MINOR CHANGE" box) _____

B. GUTTERS & DOWNSPOUTS

1. The existing gutters are fascia gutters-
 - There is no change proposed to existing gutters
 - For structures built before 1950, where existing gutters are not original to the historic structure and are proposed to be replaced, new gutters shall be replaced with O.G. gutters.
2. The existing gutters are O.G. gutters-
 - There is no change proposed to existing gutters
 - New O.G. gutters shall be repaired or replaced to match in-kind existing.
3. There are no existing gutters -

EXAMPLES OF GUTTERS AND EXPOSED RAFTERS

- No new gutters shall be provided
- New O.G. gutters shall be provided
- 4. The existing gutters are Dutch gutters-
 - Dutch gutters shall be retained and repaired
 - Dutch gutters shall be covered and:
 - New ogee gutters provided
 - No new gutters shall be provided
- 5. Angled metal diverter to be installed one shingle up from bottom shingle on roofs over stairs.
- 6. Existing downspouts are not identified as significant features of the historic property and will be repaired or replaced to match in-kind* the existing.

C. RAFTER TAILS

- 1. There are no existing exposed rafter tails.
- 2. There are existing exposed rafter tails.
 - There will be no change, enclosing, or cutting of existing rafter tails.

D. ROOF/SOFFIT VENTS

- 1. No new roof or soffit/eave vents are proposed.
- 2. Only non-original/non-historic roof vents are to be replaced with lower profile vents on non-primary façade/s or replaced with low-profile ridge vent/s (attach brochure, cut sheets of new vents)

E. 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 initials: _____)

* “match in-kind” - means matching *design, dimensions, placement, materials and finishes*

NOTE: Any work proposed that cannot be indicated by a checked box requires review by Preservation Staff prior to issuance of a building permit.

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

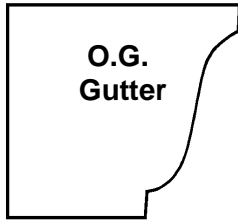
Counter Staff: _____

In a Historic District, or is it a Landmark Parcel? No Yes (if **NO**, use form CDD-0223)

PHOTOS: Attach printed color photographs of the structure, all sides, and as much of the roof area as possible, showing existing roofing materials, eaves, rafter tails if any, gutters and downspouts. (Minimum 4”x6” size images; photo paper not required.)

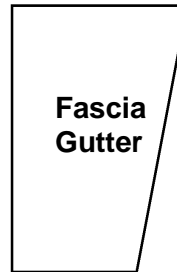
EXAMPLES OF GUTTERS AND EXPOSED RAFTERS

Gutter Types



**O.G.
Gutter**

Typical of
Older-style
architecture



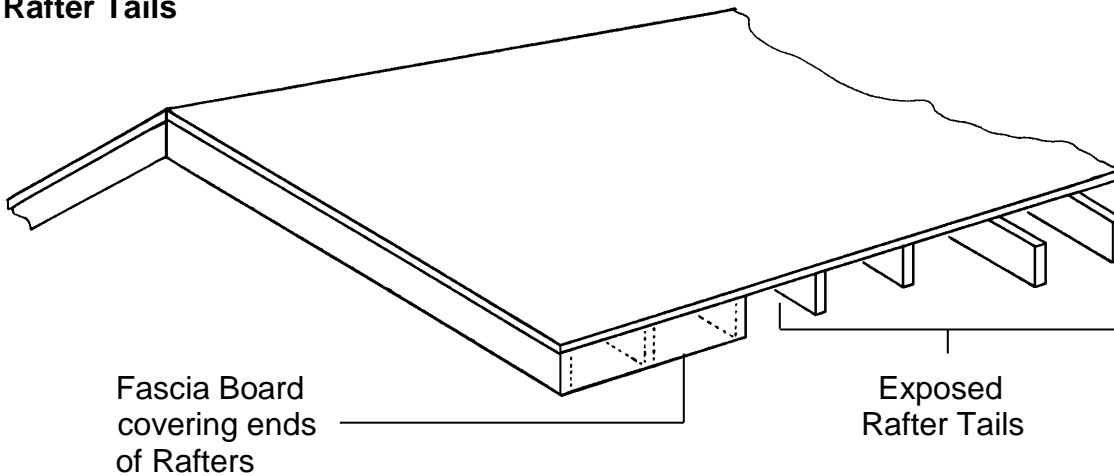
**Fascia
Gutter**

Typical of
newer 'modern'
architecture

“**Dutch Gutters**” are installed as a depression in the roof plane itself, not along the edge of the roof.

“**Angle Diverters**” are an “L” shaped piece of rust-proof metal installed along the first or second shingle up from the bottom edge of the roof, typically used for smaller porch roofs over stairs, or where exposed rafter tails would not allow installation of a typical gutter.

Rafter Tails



Fascia Board
covering ends
of Rafters

Exposed
Rafter Tails