

**AIR CONDITIONING / ELECTRICAL & SOLAR PANELS / MECHANICAL EQUIPMENT**  
***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 work involve only secondary facades and areas NOT identified as a significant feature of the property?**  
 If checked YES, proceed to section 3 below.  
 If checked NO, work requires 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. GROUND-MOUNTED HEATING / COOLING UNIT**

1.  There is an existing ground-mounted unit (photos of existing unit/location MUST be provided).
  - The existing unit shall be removed. The new unit shall be placed in the same location as the existing unit and shall not exceed the size of the existing unit by more than 25%.
  - The new unit differs in location from the existing unit **and will not be installed in any portion of the site identified as a significant feature of the historic property, and:**
    - Conduit or other connections from the unit will directly enter the structure and will not be attached to any exterior wall.
    - The new unit is fully screened behind a solid fenced area and will not be visible from any street views.<sup>1</sup>
    - Existing shrubs or buildings will screen the unit from being visible from any street views.
2.  There is no unit in the proposed location.
  - The new unit **will not be installed in any portion of the site identified as a significant feature of the historic property, and:**
    - All connections from the unit will directly enter the structure and not be attached to any exterior wall.
    - The new unit will be fully screened behind a solid fenced area and will not be visible from any street views.<sup>1</sup>
    - Existing evergreen shrubs or structures will screen the unit from being visible from any street views.<sup>1</sup>

**B. EXISTING ROOF-MOUNTED HEATING / COOLING UNIT**

- There is an existing roof-mounted unit that is **not associated with a primary façade of the structure and is not visible from any street views** (photos of existing unit/location MUST be provided).
  - The existing unit shall be removed. The new unit will be placed in the same location as the existing unit and shall not exceed the size of the existing unit by more than 25% or more than would be visible from any street views<sup>1</sup> whichever is less.

**C. ELECTRICAL PANELS**

1.  There is an existing wall-mounted unit (photos of existing unit/location MUST be provided).
  - The existing unit shall be removed. The new unit shall be placed in the same location as the existing unit and shall not exceed the size of the existing unit by more than 25% and will not include any new exterior conduit.
  - The new unit differs in location from the existing unit **and will not be installed in any primary façade or any**

<sup>1</sup> If staff cannot determine if project is visible from street, then project requires management review and approval.  
**DISCLAIMER:** If submitted materials are not sufficient for staff determination, manager review and approval is required to determine if exempt from site plan and design review.

portion of the site identified as a significant feature of the historic property, and:

- All connections from the unit will directly enter the structure and will not be attached to any exterior wall.
  - The new unit is fully screened behind a solid fenced area and will not be visible from any street views.<sup>1</sup>
  - Existing shrubs or buildings will screen the unit from being visible from any street views.
2.  There is no unit in the proposed location
- The new unit **will not be installed on any primary façade or any portion of the site identified as a significant feature of the historic property, and:**
    - All connections from the unit will directly enter the structure and will not be attached to any exterior wall.
    - The new unit will be fully screened behind a solid fenced area and will not be visible from any street views.<sup>1</sup>
    - Existing evergreen shrubs or structures will screen the unit from being visible from any street views.<sup>1</sup>

**D. ROOF-TOP EQUIPMENT / STRUCTURES**

- Solar panels and associated equipment proposed to be mounted on a **secondary façade of the structure and will not be visible from any street views**<sup>1</sup> (Attach brochure or cut sheet of equipment, including elements to be installed on the exterior of the structure to mount the panels) and,
  - All connections from the unit will directly enter the structure and will not be attached to any exterior wall.
- Rooftop stair or elevator enclosure repairs to match in-kind existing and no other changes, alterations or additions are proposed, and that enclosure is not identified as a significant feature of the historic property.

**E. MINOR CHANGE**

3.  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: \_\_\_\_\_)*

<sup>1</sup> If staff cannot determine if project is visible from street, then project requires management review and approval.

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: Printed color photos showing the property's primary facades, showing all street views of the property, and clearly showing the location of any existing equipment, **MUST** be attached. (Minimum 4"x6" size images; photo paper not required.)*

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