

**DAMAGE REPAIR**  
**RESIDENTIAL / COMMERCIAL STRUCTURES**  
**Projects Exempt from Site Plan and Design Review Requirements**

**Project Address:** \_\_\_\_\_

**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 must be reviewed by Preservation Staff to determine if proposed work is exempt from Site Plan and Design review.

**SECTION 2: MUST Provide color photos to identify existing fire damage and repair.**

**SECTION 3: Changes required to meet Building Energy Efficiency Standards are Exempt.**

**A. ROOF**

1. The existing roofing materials are: \_\_\_\_\_
2.  The new roofing will match the original roofing, with no modifications (**3-tab roofing can be used to repair existing 3-tab, but is not allowed as a full roof replacement, see note below**).
  - i. Existing 3-tab roofing will be replaced with:  
 dimensional composition shingle  wood shake or shingles  clay or concrete tile

**B. SIDING**

1. The existing siding materials are: \_\_\_\_\_
2.  The new siding will match the existing siding with no other exterior modifications to the structure.

**C. WINDOWS / DOORS**

1. The existing window materials and style are: \_\_\_\_\_
2.  The new window(s)/doors will match the existing window(s)/doors, with no modifications to opening size, window/door design or style, trim and sill, or window/door material.
3.  Change out of ALL aluminum windows with new wood, composite, fiberglass, or vinyl windows retaining operation style, trim, and sill. (If determined aluminum slider was the original window style and not single or double hung)

**D. PATIO COVER**

1.  The new patio cover will match the existing patio cover with no modifications to the structure size, location, and material.

**E. HEATING / COOLING UNIT**

1.  Existing ground or roof mounted 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%. No new roof mounted equipment allowed.

**F. ROOF TOP EQUIPMENT**

1.  The new solar panels will match existing solar panels with no modifications to location and quantity.

**G. WATER HEATERS / ELECTRICAL PANELS**

1.  Water heater replaced in existing location or new water heater proposed not visible from street views
2.  Electrical panel replaced in existing location or new panel placed where not visible from street views

**H. 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 initial : \_\_\_\_\_).

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

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Applicant (Print Name):** \_\_\_\_\_

**FOR CITY STAFF USE ONLY**

**Counter Staff (Print Name):** \_\_\_\_\_