

**EXTERIOR SIDING**  
**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: Please check appropriate boxes and provide PRINTED color 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 3 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 or wainscot  grooved plywood siding  
 aluminum/metal siding  vinyl siding  board & batten  other: \_\_\_\_\_
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 the majority of the existing structure.
4.  Existing concrete block structure with proposed new smooth plaster finish on entire exterior.
5.  Existing grooved plywood siding with proposed smooth wood or cement fiber lap siding with maximum 6 inch lap; or smooth plaster finish on entire exterior.
6.  Existing siding to smooth plaster with second different material at street facing gable ends. Retain gable end vents if present.

**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. Vinyl siding to be installed per approved detail provided by the city.

**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 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.

**D. 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): \_\_\_\_\_

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

1. A complete floor plan (minimum size 8 ½ in. x 11 in.) of the property, showing location of all areas of siding replacement and/or repair,
2. PRINTED color photographs of the buildings on the property (all sides of each building including areas of siding work). Printed photos preferred, but clear photos on electronic devices may be sufficient.
3. Brochure, photos, drawings, or other form indicating what proposed siding will look like.

***Sample: Siding replacement and / or repair diagram.***

