



ADMINISTRATIVE DESIGN REVIEW

SUPPLEMENTAL APPLICATION



GENERAL INFORMATION

WHAT IS ADMINISTRATIVE DESIGN REVIEW?

A number of minor design review projects may be approved as a ministerial action by the Community Development Director or an appointed staff representative without a public hearing.

ARE ALL MINOR PROJECTS ELIGIBLE?

No, in order to be eligible, a project must comply with the general and specific project design standards described in this document. In addition, projects that require a public notice, contain a historic resource, or that may have an adverse effect on the architectural integrity of the building, structure, or surrounding property are not eligible for staff administrative approval. Projects that are not eligible, have the option to request discretionary design review by submitting a [Planning \(PLN\) Application](#).

HOW TO SUBMIT

All building permit and planning applications, including all supporting plans and documents, are accepted online via our [Accela Citizen Access Portal \(ACA\)](#).

WHAT TO SUBMIT

Complete the forms and provide any supporting materials described in this Supplemental Application and submit it along with a complete Planning (PLN) Application or Building Permit (BLD) Application, as applicable.



ADMINISTRATIVE DESIGN REVIEW

Use these **three steps** to determine if your project qualifies for Administrative Design Review.

STEP 1: DOES THE PROJECT REQUIRE DESIGN REVIEW?

Not all projects require design review. Read the [Design Review Checklist](#) to determine if your project will require design review before a building permit can be approved.

- **If design review is not required**, you can skip this form and submit an application straight to Building & Safety for a building permit.
- **If design review is required**, make a note of which design review body would be reviewing your project: Architectural Board of Review (ABR), Historic Landmarks Commission (HLC), or Single Family Design Board (SFDB); and go to Step 2.

STEP 2: GENERAL DESIGN STANDARDS

In order to be eligible for administrative design review, a project must comply with **general design standards**, summarized below. In addition, projects must be found consistent with the scale of prevailing development patterns in the neighborhood and must be sensitive to structures with potential significant historic value.

If your project meets the general standards you can go to Step 3. If you want more information, see the [Design Guidelines](#) for the applicable design review body.

STEP 3: PROJECT SPECIFIC STANDARDS

There are 19 **specific types** of minor projects eligible for administrative design review. Some of the standards may be different depending on which design review body would be reviewing your project. Read through the list starting on page 4 carefully and select the appropriate category for your project. Then, check **all the boxes** under that category to show that the project complies with the administrative review criteria. If the project does not comply with **all** the criteria, it can still be approved, but you must submit a separate application for discretionary design review **before** you submit a building permit application.

GENERAL DESIGN STANDARDS



DESIGN

The design must be compatible with the design of any existing building. One architectural style is required.



MATERIALS

The exterior finish materials must match the existing exterior finishes of the existing structures on the lot.



STYLE

The style should match the existing style. Patterns or materials created by the existing elements should be repeated in the proposed work.



COLORS

Proposed colors must match the existing colors of the building, siding, or trim. Simple color changes can match "Santa Barbara Colors".



SUBMITTAL INFORMATION

FEES

Additional fees are required for all Administrative Design Review applications.



Fees

Payment via check, electronic check, or credit card is required before project approval. Once the application is submitted, City staff will follow up electronically with an invoice for the total fee amount. Fees may be paid online through ACA, mailed, faxed, or dropped off at 630 Garden Street for processing. If paying by mail or fax, a [Fee Payment Submittal Sheet](#) is required. For more information, see [How to Pay Invoiced Fees](#).

PHOTOGRAPHS

Photographs are required for all Administrative Design Review applications.



Photographs

Submit current color photographs of the site as viewed from the street and provide a photo of the front and each exterior elevation of all buildings on the property.

Additional photos of the surrounding area or neighboring properties may be required to show how the project complies with specific criteria. For example, some projects must not be noticeable from public viewing locations, or you might have to show how the project will be compatible with similar improvements in the neighborhood (such as fences or walls).

PLAN DETAILS

Plans are required for all Administrative Design Review applications. The same set of plans you submit for a building permit application will be used to review the Administrative Design Review.



Supporting Details

See the [Project Plan Submittal Guide](#) for the required contents of plan submittals. For minor projects, see the [Basic Site Plan](#) handout. If architectural compatibility is required, submit any additional supporting information (color details, manufacturer specification sheets, etc.) necessary to demonstrate compliance. Additional guidance on architectural styles is available here: [Single Family Residence Design Guidelines](#) and [Historic Resource Design Guidelines](#).

Some improvements are not allowed to be “publicly visible”. Clearly demonstrate (with photos, sections, elevations, and details) that the proposed equipment or other improvements are not visible from adjacent properties, streets, sidewalks, and public parking lots, and are screened by existing parapets, building forms, or other equipment. See the definition of publicly visible at the end of this document.



PROJECT SPECIFIC STANDARDS

Read through this list and select the appropriate category for your project. Then, check **all the boxes** under that category to show that the project complies with the required administrative review criteria.

A. ACCESSORY STRUCTURES (sheds, spas, pools, trash enclosures)

<i>If you check "YES" or "N/A", the project may qualify for administrative approval.</i>		YES	NO	N/A
1.	If this is an ABR or HLC project, no more than 150 square feet is proposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	If this is an SFDB project, no more than 500 square feet is proposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Structures are located in consideration of neighbors and appropriately screened.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Materials match site fencing or the main structure's materials and colors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	If mechanical equipment is proposed, it also meets the "mechanical equipment" administrative approval criteria, see letter "M" below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. ADDITIONS TO EXISTING BUILDINGS

<i>If you check "YES" or "N/A", the project may qualify for administrative approval.</i>		YES	NO	N/A
1.	The addition does not have a publicly visible* effect on the overall design of the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The addition meets one of the following size limits (<i>pick one</i>):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> ABR: No more than 250 square feet of new floor area is proposed;			
	<input type="checkbox"/> HLC: No more than 100 square feet of new floor area is proposed; or			
	<input type="checkbox"/> SFDB: The amount of new floor area is either:			
	<input type="checkbox"/> No more than 500 square feet on the first floor (<17-feet in height); or			
	<input type="checkbox"/> No more than 150 sq. ft. on an upper floor.			
3.	Grading will meet one of the following limits (<i>pick one</i>):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> ABR: Less than 100 cubic yards of grading is proposed;			
	<input type="checkbox"/> SFDB: Less than 250 cubic yards of grading is proposed; or			
	<input type="checkbox"/> None of the above.			
4.	For SFDB projects, the addition will also meet all of the following (<i>check all</i>):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> The addition is located in consideration of neighbors.			
	<input type="checkbox"/> The addition is appropriately screened.			
	<input type="checkbox"/> New floor area is less than 50% of amount of existing square footage in 1992.			
	<input type="checkbox"/> Total floor area on site is less than 85% of the maximum FAR.			
	<input type="checkbox"/> No new residential unit is created.			
	<input type="checkbox"/> No retaining wall is proposed (related to the addition).			
	<input type="checkbox"/> No vegetative roof is proposed.			

C. AWNINGS

If you check "YES" or "N/A", the project may qualify for administrative approval. YES NO N/A

- | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|
| 1. | A small canvas awning over window and door openings with a color that is compatible with the style and the colors of the existing structure is proposed. <i>(Bright colors or colors that do not match the building are not eligible for approval.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|----|---|--------------------------|--------------------------|--------------------------|

D. BUILDING COLOR CHANGES

If you check "YES" or "N/A", the project may qualify for administrative approval. YES NO N/A

- | | | | | |
|----|--|--------------------------|--------------------------|--------------------------|
| 1. | Building colors comply with general design standards. <i>(Bright colors or colors that do not match the building are not eligible for approval.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|----|--|--------------------------|--------------------------|--------------------------|

E. COVERED PARKING *(carports and garages)*

If you check "YES" or "N/A", the project may qualify for administrative approval. YES NO N/A

- | | | | | |
|----|--|--------------------------|--------------------------|--------------------------|
| 1. | This is an SFDB project. <i>(not eligible for approval on ABR or HLC projects.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | If a carport is proposed, it is not publicly visible*. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | If a carport is proposed, it is compatible in style and materials with the main structure. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Thin metal poles are not used as carport supports. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | A decorative paved pedestrian pathway connects a carport to the main residence. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Landscape planting areas are located adjacent to a carport, if feasible. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Where there is no garage on a property, at least 200 cubic feet of aesthetically integrated lockable exterior storage is provided. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Garage is located further from the street than the main residence <i>(behind house)</i> . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

F. CHIMNEYS

If you check "YES" or "N/A", the project may qualify for administrative approval. YES NO N/A

- | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|
| 1. | Chimneys are consistent with the style of the existing structure. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Materials are masonry, stone, stucco, or metal pipe. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Wood material is not used on chimneys. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Metal flues are of traditional design and are painted to match the roof color. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | The shape of the chimney is fairly uniform, <i>(i.e., no awkward projection of exposed pipe beyond the top of the chimney in response to code requirements)</i> . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

G. DECKS, BALCONIES, AND PATIOS

If you check "YES" or "N/A", the project may qualify for administrative approval. YES NO N/A

- | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|
| 1. | New or altered decks are either <i>(pick one)</i> : | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> Less than 200 square feet; | | | |
| | <input type="checkbox"/> Not publicly visible*; or | | | |

- Located on the first floor.
- 2. Decks are located in consideration of neighbors and appropriately screened.
- 3. Decks attached to a structure are of a scale and style which is compatible with the structure.
- 4. When viewed from a public viewing location*, the proposed deck is not likely to be more noticeable than the structure it is attached to.
- 5. When viewed from a public viewing location*, the proposed deck is not likely to be more noticeable than other decks on adjacent properties, or in the immediate area, if no decks are on immediately adjacent properties.
- 6. New decks are not located to cause potential privacy or noise impacts to adjacent properties, *(if over 20 square feet at least 15' from interior lot lines when possible.)*
- 7. Deck wood is proposed to be *(pick one)*:
 - Left in a natural condition to weather;
 - Treated with a neutral or wood color stain or sealer; or
 - Painted to match the color of the existing structure or trim.

H. DOORS AND WINDOWS

<i>If you check "YES" or "N/A", the project may qualify for administrative approval.</i>		YES	NO	N/A
1.	The type, material, and frame color of doors and windows are compatible with the architectural style of the building and compatible with existing doors and windows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	If the doors of an addition are the same size and material as existing nearby doors, the proposed doors match the existing nearby doors in appearance. Windows of additions match the predominant windows of the existing structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Door and sidelight sash material match the existing and are either wood or traditional steel iron <i>(aluminum, anodized or other shiny or unpainted metal is not allowed in El Pueblo Viejo Landmark District).</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Proposed windows are NOT vinyl windows or aluminum frame windows where no vinyl or aluminum frame windows previously existed on the property.			
5.	Where adjacent windows are "divided light" type, the new doors and sidelights shall also be divided to match the existing. Where dual glaze glass is used, the mullions should break the exterior pane.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	In door pairs, both doors should have the same width.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	In doors with sidelights, sidelights should have the same width if feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Doors and sidelights shall be placed symmetrically within architectural elements if appropriate for the architectural style.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Windows are of appropriate size and scale for the proposed location.			
10.	Door hardware is appropriate to the architectural style of the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Changes in paving material associated with the door alteration match existing material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I. DRIVEWAYS AND PAVED AREAS

<i>If you check "YES" or "N/A", the project may qualify for administrative approval.</i>		YES	NO	N/A
1.	Proposed grading is less than 50 cubic yards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	There is no drainage impact on adjoining lots.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Extensions or additions to existing paved areas or driveways are of the same materials as the existing paving or driveway materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	New or replacement paved areas or driveways are compatible with the existing structure and surrounding area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	New parking areas are screened from public viewing areas through fencing, landscaping or other structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	The driveway or sitework is not in close proximity to a creek and will not result in adverse drainage conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

J. FENCES AND WALLS

<i>If you check "YES" or "N/A", the project may qualify for administrative approval.</i>		YES	NO	N/A
1.	The fence is either (<i>pick one</i>): <input type="checkbox"/> NOT one of the following materials: chain link, chicken wire, metal, plastic, vinyl, wire-mesh, and unfaced concrete block; or <input type="checkbox"/> If this is an ABR or SFDB project, chain link may be approved if it is dark colored or hot dip galvanized chain link fencing, located outside of any front yard, and screened with vines or shrubs to soften the appearance of the fence. (Not allowed for HLC projects.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The wall is NOT one of the following non-traditional materials: unfaced concrete block, railroad ties, faux materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	The wall is not a retaining wall.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The height of the fence is 8 feet or less.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The height of the wall is either (<i>pick one</i>): <input type="checkbox"/> 4 feet or less in height; or <input type="checkbox"/> For SFDB projects, walls greater than 4 feet in height may be approved if the project is not publicly visible*, is located in consideration of neighbors, and is appropriately screened.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	The height, length, and use of materials are compatible with the surrounding area. Walls are similar in character with other walls visible* in the surrounding area from public viewing locations. If this is an HLC project, a wall or fence is not in a highly visible* location to the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Less than 50 cubic yards of grading outside the main building footprint is proposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Wood fences will be constructed of smooth cedar, redwood, high-quality pressure treated pine or comparable material and left in a natural condition to weather; or are to be treated with a neutral or wood color stain or sealer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. In the **Hillside Design District**, walls are designed to blend in as follows (*check all*):
- Walls do not exceed 50' in length.
 - Walls and fences follow the topography.
 - Walls use earth tone colors that blend in with the surrounding natural colors of the hillsides and minimize visual effects.
 - Walls are made of stone or other native, natural materials. Not plaster.
 - Vegetation and landscaping are integrated with the fence and wall design.

K. TREES AND LANDSCAPING

<i>If you check "YES" or "N/A", the project may qualify for administrative approval.</i>		YES	NO	N/A
1.	Trees to be removed or replaced have a main trunk less than 12-inches in diameter at a point 4-feet and 6-inches above the ground and are less than 20-feet in height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	No more than two trees are proposed to be removed or replaced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	No front setback, historic, or specimen tree is proposed for removal. (<i>Front setback, historic, or specimen trees are reviewed by the City Parks & Recreation Department.</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	No skyline or native tree is proposed for removal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	No tree or landscape removal occurs within 50 feet from the top of a coastal bluff, or 25 feet from the top of a creek bank, or within an area of 30% slope or greater.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	An appropriate number and size of other trees would remain on the building site after the requested removal, or a sufficient number of adjacent trees on City property exist, to maintain desirable tree density in the area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	If this is an HLC project, the removal of the tree is necessitated by plant health considerations and is following recommendations from a licensed landscape architect or certified arborist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	The area of cumulative changes to an approved planting area is less than 1,000 square feet in the front yard and is less than 20% of the total landscaped area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	The amount of removal or destruction of vegetation on a site does not require a Vegetation Removal Permit per SBMC Chapter 22.10 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	If a replacement tree or landscape plan is proposed, the new tree or planting has similar characteristics to the existing tree or plants, such as: height (at present and maturity), canopy, general branching characteristics; nature of the foliage, flowering characteristics (frequency, color, etc.), drought tolerance, water conservation, and compatibility with any surrounding biologically sensitive areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	If a replacement tree or landscape plan is proposed, the proposed replacement tree or planting continues to achieve the original planting purpose, such as: privacy protection, preservation of solar access, shade provision, visual framing of a building, style consistency, visual interest, historic preservation, erosion control, and is an appropriate species near a biologically sensitive area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Native landscaping will not be removed. Replacement landscape will not introduce non-native species in an area where native species are predominating and will not introduce an invasive or noxious species.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

L. LIGHTING FIXTURES

<i>If you check "YES" or "N/A", the project may qualify for administrative approval.</i>		YES	NO	N/A
1.	Replacement or installation of additional fixtures is compatible in style, color and scale with the existing structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Lighting fixtures and placement meet the Outdoor Lighting Ordinance (SBMC Chapter 22.75) and the Outdoor Lighting Design Guidelines .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	If the project is located in El Pueblo Viejo (EPV) Landmark District, all of these criteria apply (<i>check all</i>):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Unshielded light bulbs are low intensity to avoid glare and are only used for decorative or local lighting and not for area lighting.			
<input type="checkbox"/>	Lantern fixture designs which include bare bulbs resemble the appearance, color, and low intensity of a traditional incandescent bulb.			
<input type="checkbox"/>	Lighting installations have no exposed raceways or conduits.			
<input type="checkbox"/>	Recessed soffit lighting and landscape lighting are carefully concealed or designed in a manner appropriate to Hispanic architecture.			

M. MECHANICAL EQUIPMENT (*water heaters, meters, HVAC, pool and spa equipment*)

<i>If you check "YES" or "N/A", the project may qualify for administrative approval.</i>		YES	NO	N/A
1.	Ground mounted equipment is placed as close to the building as practicable and screened from view through fencing, landscaping or other structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Landscape screening, the preferred method of screening for ground mounted equipment, is indicated on project plans to be maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	All cables and exposed conduit connecting outdoor equipment is properly secured or buried in the ground and painted to match or screened.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	All pool and spa equipment are located as far away from adjoining properties as reasonably practicable in consideration of neighbors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The decibel level is consistent with the Noise Ordinance (SBMC Chapter 9.16); the maximum is 53 dB(A) at the property line.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	The project is not a transmitting antenna, including wireless facilities, which are not eligible for administrative approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Proposed rooftop equipment is either:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Not visible* from adjacent properties, streets, sidewalks, and public parking lots, and is screened by existing parapets, building forms, or other equipment. (The preferred method for screening rooftop equipment is an appropriately designed parapet which screens mechanical equipment from street level viewers); or			
<input type="checkbox"/>	The equipment is partially screened, but still visible* from adjacent properties, therefore it will be painted the same color as the roof or adjacent background.			
8.	The screening proposal presents an integrated appearance with the overall building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

N. OUTDOOR DINING FURNITURE (chairs, heaters, lighting, tables, umbrellas)

<i>If you check "YES" or "N/A", the project may qualify for administrative approval.</i>		YES	NO	N/A
1.	The placement, style, color and types of outdoor dining furniture and barriers is consistent with and complements the design and appearance of the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Construction features in the public right of way (bollards etc.) are approved by the City Engineer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

O. PORCHES

<i>If you check "YES" or "N/A", the project may qualify for administrative approval.</i>		YES	NO	N/A
1.	This is an ABR or SFDB project. (Porches are not eligible for administrative approval for HLC projects.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The porch is a traditional porch design, raised less than six feet above the sidewalk level or finished grade, whichever is higher, and has an understory which is completely enclosed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	The type and color of proposed porch materials are compatible with the architectural style of the structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The porch railing and supports are designed so that entrance doors are easily visible* from the street.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The porch alignment with the structure complements the existing structure's architectural alignment, patterns and features.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	The porch is in a scale compatible with the structure to which the porch is attached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	The proposed porch roofing matches the roofing material of the structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	If this is an SFDB project, and the porch is publicly visible*, the porch is modest in scale and the porch roof is not higher than 12 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

P. ROOFING

<i>If you check "YES" or "N/A", the project may qualify for administrative approval.</i>		YES	NO	N/A
1.	This is not an S-Tile roof, which are not eligible for administrative approvals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The type and color of roofing material is compatible with the architectural style of the structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Roofs of additions or accessory buildings match the roof of the structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q. SKYLIGHTS

<i>If you check "YES" or "N/A", the project may qualify for administrative approval.</i>		YES	NO	N/A
1.	There are no more than five skylights proposed for a building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Skylights are compatible with the architectural style of the building and with the character of the surrounding area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 3. Skylights are located such that they are not visible* from the front of the building or a street.
- 4. Skylights follow one of the following standards (*pick one*):
 - Proposed skylights are flat and made of non-reflective materials; or
 - Will be invisible from off-site locations (If this is an HLC project, the skylight must be invisible from off-site locations); or
 - Are screened by the building form, landscaping, or a parapet.

R. SOIL REMEDIATION (*up to two-year approval*)

<i>If you check "YES" or "N/A", the project may qualify for administrative approval.</i>		YES	NO	N/A
1.	Screened with 6-foot-high chain-link fencing with redwood slats.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Shrubs or vines are planted or placed in pots surrounding the enclosure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	The ventilation stack must be painted to match the color of the nearest background.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

S. TRELLIS

<i>If you check "YES" or "N/A", the project may qualify for administrative approval.</i>		YES	NO	N/A
1.	The trellis is NOT one of the following materials: chain link, chicken wire, sheet metal, plastic, vinyl, wire-mesh, and unfaced cement block fence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The trellis is constructed of smooth cedar, redwood, high-quality, pressure-treated pine, or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Trellis height, length, and use of materials are compatible with the surrounding area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The trellis meets one of the following size limits (<i>pick one</i>):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> ABR: Trellis covers less than 250 square feet and is less than 12 feet tall.			
	<input type="checkbox"/> HLC: Trellis covers less than 100 square feet and is less than 10 feet tall.			
	<input type="checkbox"/> SFDB: Trellis covers less than 250 square feet and is less than 12 feet tall. However, a larger trellis can be approved if the project is not publicly visible* and is located in consideration of neighbors and appropriately screened.			

Tip! Accessory Dwelling Units and Affordable Streamlined Housing Projects have separate checklists for administrative design review.

***Publicly Visible.** A building, structure, or improvement is publicly visible if it may be typically, reasonably, and usually observed by an average person standing or traveling upon a public right-of-way (including streets and sidewalks) or visible from a public park, beach, or other area generally open for public use. If the building, structure, or improvement is only visible from a very distant viewing location where the building, structure, or improvement would not be readily discernable from the viewing location, then the building, structure, or improvement is not considered publicly visible for purposes of interpreting these guidelines.