

Planning Exemption Form - Express

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

Section 1: The property detailed above is not in a Historic District and is not a Landmark Parcel. ☐ True; ☐ False

**If the answer to the question above is False this form cannot be used.* Receptionist initials _____

Section 2: Select one or more of the project categories below. The applicant signs at the bottom of the form indicating that their project will comply with the statements associated with the selected project category.

1. Heating and Air conditioning (HVAC) New & Change-out:

Like for like replacement: The existing unit shall be removed. The new unit shall be placed in the same location as the existing unit.

☐ **New location installation:** A unit will be installed in a new location. This unit will be fully screened behind a solid fence or alternatively behind shrubs or buildings providing screening resulting in the unit not being visible from any street views. Roof top installations will be located on back roof slopes and below ridge lines, and not visible from street views.

2. Residential Interior Remodel of Single-Family Dwelling Unit (R-3) or a Single Structure, Two Dwelling Unit (Duplex R-3):

☐ The project will be exclusively comprised of interior remodeling and will not change the exterior of the structure in any way.

3. Roofing: The existing roofing will be replaced to match existing roofing material. Existing composition shingle roofs will be replaced with a minimum of dimensional composition shingle material. Existing gutters will be replaced to match existing whether it be ogee or fascia style gutters. Any existing exposed rafter tail design shall be retained. (i.e., existing fascia gutters will be replaced with fascia gutters, and existing ogee gutters will be replaced with ogee gutters). If the existing structure has exposed rafter tails rather than gutters there will be no changes made to these existing rafter tails.

4. Exterior Siding: All siding material which will be used to replace existing will not differ from the existing siding in any way including dimension, lap width, style, finish, and material. Any existing window and door trim which is removed and replaced must match existing in material, design, and placement as part of siding work, and with appropriate flashing and moisture barrier per code.

5. Exterior Residential Electrical Panel Change-outs:

☐ **Like for like replacement:** The existing electrical panel will be removed and replaced by a new unit placed in the same location as the existing unit. Panel upgrades of 100 amps to 200 amps are permissible.

New location installation: The newly installed electrical panel will be screened by the building with no portion of the new electrical panel visible from any street views.

6. Exterior Water Heater, New & Change-out:

☐ **Like for like replacement:** The existing water heater will be removed and replaced by a new unit placed in the same location as the existing.

New location installation: The newly installed water heater will be screened by the building with no portion of the new water heater visible from any street views.

7. Windows/Doors: Existing windows or doors will be changed out but will match existing size, color, material, with no modifications to existing structure and openings. Existing trim style and material shall be retained with no changes. Any changes to type of window, size of opening, and window material are subject to design review and cannot be exempted using this form. Note: Existing windows/doors to be changed from aluminum to vinyl, fiberglass, or wood are acceptable to the Planning Division not withstanding all other preceding design review criteria.

8. Exterior Gas Meters, Relocation: New gas meters should be relocated to be least visible from any street views and must ☐ be screened with landscaping if located in the front yard. Gas piping shall be placed underground or within walls to not be visible from any street views.

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

Applicant's Signature: _____ Date: _____