

**ACCESSORY STRUCTURES**  
**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: Provide color photos.** Printed photos preferred, but clear photos on electronic devices may be sufficient.

**SECTION 3:**

**A. ACCESSORY STRUCTURE NOT VISIBLE FROM ANY STREET VIEWS<sup>1</sup> OR IS A MINIMUM OF 60 FEET BACK FROM THE FRONT PROPERTY LINE AND VISIBLE PORTION IS LESS THAN 20 FEET IN WIDTH**

1. The existing building materials are: \_\_\_\_\_
2.  The structure compliments the existing structure's exterior materials, windows, doors, roofing, and all other exterior elements **AND**:
3.  The accessory structure meets all planning and development code requirements for accessory structures.
4.  Maximum lot coverage permitted in the zone: \_\_\_\_\_ New lot coverage with accessory structure: \_\_\_\_\_
5.  Meets height and setback standards in the zone

**B. 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):** \_\_\_\_\_

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