

**OAK PARK**  
**Site Plan and Design Review Guidelines Checklist**

**Applicant's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Project Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Applicant shall fill out the design guidelines checklist for all guidelines applicable to the project. Check the box if meets guideline and indicate in the comments how the guideline is met. Indicate NA if a design guideline is not applicable. Any design guideline that the project does not meet shall be indicated as a deviation with a comment explaining the rationale for the deviation.

**SECTION 1: SINGLE-FAMILY RESIDENTIAL**

**A. SITE DESIGN**

**1. Setbacks and Orientation**

The front setback and the placement of the home on the lot shall correspond to the prevailing setbacks of other homes on the block to create a consistent appearance along the street.

Comments / Deviations:

Staff Comments:

**2. Scale and Mass**

An infill home shall be compatible with the overall scale and mass of other homes on the block. An addition to an existing home shall be compatible with the scale and mass of the existing home, as well as with the scale and mass of other homes on the block.

Comments / Deviations:

Staff Comments:

**3. Number of Stories**

Two-story homes are acceptable in areas where one-story homes predominate, but they shall be designed to minimize the appearance of mass of the second story.

Comments / Deviations:

Staff Comments:

**4. Garages**

The garage shall be placed at the side or rear of the primary residence to minimize its visibility from the street and shall match its character and materials.

Comments / Deviations:

Staff Comments:

**5. Parking**

On-site parking shall be located at the side or rear of the lot, whenever feasible, to minimize parking along the facade facing the street and afford an unobstructed and attractive view of the home.

Comments / Deviations:

Staff Comments:

**B. ARCHITECTURAL ELEMENTS**

**1. Architectural Character and Detailing**

An infill home shall be designed in a cohesive architectural style that complements the best examples of existing residential development on the block.

Comments / Deviations:

Staff Comments:

**2. Roof Styles**

The design of a roof on an infill home shall correspond to the prevailing designs of roofs on homes in the established neighborhood context. The design of the roof on additions and renovations shall correspond to the roof style and pitch of the existing structure.

Comments / Deviations:

Staff Comments:

**3. Entry Features**

Infill homes and additions to the front facade of the home should have an entry feature such as a porch or stoop that faces the street side.

Comments / Deviations:

Staff Comments:

**4. Doors**

Doors should be made of high-quality materials and include decorative elements such as raised panels, sidelights, and transoms that are appropriate to the overall design of the home.

Comments / Deviations:

Staff Comments:

**5. Windows**

Windows should be constructed of high-quality materials and designed to complement the style of the home.

Comments / Deviations:

Staff Comments:

**6. Siding**

The siding used on an infill home or addition to an existing home should be durable, consistent with the style and character of the home, and complement the siding materials used on other homes on the block.

Comments / Deviations:

Staff Comments:

**7. Roofing**

Roofing on an infill home should be durable and complement the style of the home. Roofing on an addition or renovation should be durable and complement the roofing on the existing home.

Comments / Deviations:

Staff Comments:

**8. Lighting and Addresses**

Light fixtures should be consistent with the architectural style of the home and shall provide adequate illumination of the front entry and addresses so that both are clearly visible from the street.

Comments / Deviations:

Staff Comments:

**C. SITE ELEMENTS**

**1. Landscaping**

Landscaping should be used around the home to positively contribute to its appearance and to give a sense of visual continuity along the street. The front yard should be planted with landscaping materials that may include a mixture of turf, groundcover, and decorative shrubs.

Comments / Deviations:

Staff Comments

**2. Irrigation**

Irrigation is essential to maintain the health and beauty of a home's landscaping and shall be provided for all infill homes.

Comments / Deviations:

Staff Comments:

**3. Fencing**

Fencing must be of high quality materials that are consistent with the style of the home to enhance the overall character of the home and contribute to the positive appearance of the neighborhood.

Comments / Deviations:

Staff Comments:

**4. Paving / Hardscaping Surfaces**

The paving materials selected shall contribute to the overall appearance of the home. Impervious paving surfaces should be minimized, and limited to the driveway, walkways, and patios.

Comments / Deviations:

Staff Comments:

**5. Utilities and Storage Facilities**

The visibility of utilities and storage facilities shall be minimized by placing them at the side or rear of the home and screening them from view from the street.

Comments / Deviations:

Staff Comments:

**6. Access Ramps**

Ramps that provide access to the front or side of the home shall be safe, designed to match the style of the home, and constructed of durable materials that complement those used on the home.

Comments / Deviations:

Staff Comments:

## SECTION 2: MULTI-FAMILY RESIDENTIAL

### A. SITE DESIGN

#### 1. Relationship to the Street

- Multi-family structures shall present a facade that encourages interaction with the street by including entry features, windows, and landscaping along the street side of the building.

Comments / Deviations:

Staff Comments:

#### 2. Setbacks

- Setbacks of multi-family residential structures should be consistent with the appropriate commercial or residential context.

Comments / Deviations:

Staff Comments:

#### 3. Interior Common Spaces

- Multi-family structures shall provide interior common spaces that are easily accessible to residents. Individual units adjacent to common spaces shall have facades with entry features and windows that open onto those common spaces.

Comments / Deviations:

Staff Comments:

#### 4. Scale and Mass

- The scale and mass of multi-family residential structures shall be consistent with the scale and mass of existing structures in the vicinity.

Comments / Deviations:

Staff Comments:

#### 5. Parking Lots

- Parking should be located at the rear or interior of the complex, where feasible. Parking lots that face the street or are on the side of multi-family housing should be minimized.

Comments / Deviations:

Staff Comments:

## B. ARCHITECTURAL ELEMENTS

### 1. Garages

The visibility of multi-family garages from the street shall be minimized. Instead, garages shall be located beneath, at the side, or at the rear of multi-family structures. Garage and carport materials and architectural styles shall complement the materials and styles of the primary buildings.

Comments / Deviations:

Staff Comments:

### 2. Entry Features

The principal entry to each unit should be clearly visible from the street and include a porch, stoop, or other entry feature.

Comments / Deviations:

Staff Comments:

### 3. Lighting

All common areas and accessways shall be adequately lit during low-light periods. Light fixture design shall complement building architectural style.

Comments / Deviations:

Staff Comments:

### 4. Signage and Addresses

Entry signage shall be provided at all primary access points to the complex and within the complex, as needed, to ensure wayfinding. Entry signage identifying the development and its address shall be easily visible from the street to assist visitors and emergency vehicles.

Comments / Deviations:

Staff Comments:

**C. Site Elements**

**1. Landscaping**

Landscaping shall be provided within all streetside setbacks, common areas, and parking lots to provide shade and create visually appealing exterior spaces.

Comments / Deviations:

Staff Comments:

**2. Irrigation**

An automatic irrigation system shall be provided to maintain the health and positive appearance of all landscaped areas.

Comments / Deviations:

Staff Comments:

**3. Fencing**

Fencing shall complement the design of the buildings and define the boundary of the complex without obstructing physical or visual access.

Comments / Deviations:

Staff Comments:

**4. Paving / Hardscaping**

Walkways and common areas shall incorporate decorative paving treatments and pervious paving treatments. Parking lots shall incorporate pervious paving treatments, where feasible.

Comments / Deviations:

Staff Comments:

**5. Services and Utilities**

Accessory structures, such as mailboxes and laundry rooms, shall be easily accessible to residents. Service elements, such as trash enclosures and mechanical equipment, shall be screened from view.

Comments / Deviations:

Staff Comments:

**SECTION 3: MANUFACTURED HOMES**

**A. Site Design**

**1. Setbacks, Garages, and Parking**

- The manufactured home shall reflect the architectural style and setbacks, as well as the orientation of structures and their entries of established single-family homes on the block.

Comments / Deviations:

Staff Comments:

**B. Architectural Elements**

**1. Creating an Attractive Streetside Facade**

- The manufactured home shall be selected to create an inviting front facade that faces the street.

Comments / Deviations:

Staff Comments:

**2. Applying Site-Built Home Standards to Roof Design**

- The pitch and style of the roof shall not be flat, but shall be consistent with the roof pitches and styles of the established neighborhood context.

Comments / Deviations:

Staff Comments:

**3. Giving an Appearance of Permanency**

- The manufactured home shall be installed on the site so as to give the appearance of a permanent home.

Comments / Deviations:

Staff Comments:

**4. Selecting Suitable Materials**

- The materials used on the manufactured home shall be consistent with the materials found on site-built, single-family homes in the neighborhood.

Comments / Deviations:

Staff Comments:



**SECTION 4: COMMERCIAL**

**A. SITE DESIGN**

**1. Building Orientation, Setbacks, and Build-to Lines**

- Buildings shall be constructed to the front of the property line behind the sidewalk, with allowable variations in the setback to provide for café seating, plazas, and other additions to the public realm.

Comments / Deviations:

Staff Comments:

**2. Parking**

- Parking areas shall provide vehicular access without compromising pedestrian accessibility and the character of the public realm on primary commercial streets. Parking lots shall be placed at the rear of the building, when feasible, to not obstruct views of the building's front facade from the street.

Comments / Deviations:

Staff Comments:

**B. ARCHITECTURAL ELEMENTS**

**1. Building Height, Massing, and Scale**

- The size and scale of commercial buildings shall be compatible with existing development in commercial districts.

Comments / Deviations:

Staff Comments:

**2. Building Facades**

- Building facades shall be designed to create visually interesting buildings that offer variety along the commercial street.

Comments / Deviations:

Staff Comments:

**3. Additions**

- Additions shall be consistent with the architectural style, massing, proportions, and scale of the existing building.

Comments / Deviations:

Staff Comments:

**4. Roof Forms**

The roof forms of new development shall reflect the rooflines of established commercial structures.

Comments / Deviations:

Staff Comments:

**5. Entry Features**

The entry features of commercial buildings shall be clearly visible to pedestrians, with a defined relationship to the street and sidewalk.

Comments / Deviations:

Staff Comments:

**6. Windows and Doors**

The proper placement and design of windows and doors shall be used to create visual interest in commercial buildings and contribute to the stylistic coherence of development along the street.

Comments / Deviations:

Staff Comments:

**7. Color**

Color shall be used in a way that complements the surrounding structures and adds to the liveliness and character of commercial districts.

Comments / Deviations:

Staff Comments:

**8. Materials**

Buildings shall be constructed of high-quality materials that will promote the longevity of the structure and provide a pleasing appearance as the materials age.

Comments / Deviations:

Staff Comments:

**9. Canopies, Awnings, and Arcades**

When incorporated into a commercial building, canopies, awnings, and arcades shall be made of high-quality components that complement the overall design, colors, and materials of the building.

Comments / Deviations:

Staff Comments:

**10. Signage and Graphics**

Building identification signs and graphics shall enhance the appearance of the building and contribute to the overall character of the street, while minimizing the appearance of clutter.

Comments / Deviations:

Staff Comments:

**11. Lighting**

Lighting fixtures shall be designed to complement and enhance the architectural style of the building and shall be compatible with the character of the area.

Comments / Deviations:

Staff Comments:

**12. Services and Utilities**

Service and utility areas, including loading docks, storage areas, mechanical systems, and trash bins, shall be screened from view and integrated into the design of the project.

Comments / Deviations:

Staff Comments:

**C. STREETScape GUIDELINES**

**1. Parking Lot Design**

Parking lots shall be screened from the street and nearby sidewalks and provide shade to parked automobiles.

Comments / Deviations:

Staff Comments:

**2. Street Trees**

Street trees shall be planted on all streets to provide a visual frame to the street and shade and comfort to visitors to commercial districts.

Comments / Deviations:

Staff Comments:

**3. Landscape Elements**

Landscape elements shall be used to foster an attractive and comfortable commercial environment.

Comments / Deviations:

Staff Comments:

**4. Hardscape Elements and Street Furniture**

Hardscape elements and street furniture shall be selected and installed so as to increase opportunities for people to congregate and interact, and shall complement the surrounding architecture.

Comments / Deviations:

Staff Comments:

**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):** \_\_\_\_\_