

**ROOFING**  
**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 of all areas of work and views of the building. Merge your photos into 1 PDF.**

**SECTION 3:**

**A. ROOFING TYPE**

1. The original roofing material is:  dimensional composition shingle  wood shake or shingle  slate  
 clay or concrete tile  flat roof/membrane/hot mop  metal roof  3- tab roofing
2.  The new roofing will match the original roofing, with no modifications (**3-tab roofing can be used to repair existing 3-tab, but is not allowed as a full roof replacement, see 4 below**).
3.  Partial re-roof (existing majority remains) of 3-tab roofing will be placed to match existing 3-tab roof.
4.  Existing 3-tab roofing will be replaced with:  
 dimensional composition shingle  wood shake or shingles  clay or concrete tile
5.  Existing tile or wood shake/shingle roofing shall be replaced with dimensional composition OR concrete tile shingles.
6.  Existing built-up or hot mop roof shall be replaced with new single ply membrane roofing

**B. GUTTERS**

1.  The original gutters are fascia gutters.  
 There is no change proposed to existing gutters  
 New fascia gutters shall be repaired or replaced to match existing.
2.  The original gutters are ogee gutters.  
 There is no change proposed to existing gutters  
 New ogee gutters shall be repaired or replaced to match existing.
3.  There are no existing gutters.  
 New fascia gutters shall be provided  New ogee gutters shall be provided  No new gutters shall be provided
4.  The existing gutters are Dutch gutters and:  
 Dutch gutters shall be repaired  Dutch gutters shall be covered and:  
 New ogee gutters provided  New fascia gutter shall be provided  No new gutters shall be provided
5.  Original downspouts will be repaired or replaced to match existing.

**C. RAFTER TAILS**

1.  There were no original exposed rafter tails.
2.  There are original exposed rafter tails.  
 There is no change or cutting proposed to existing rafter tails.
3.  Repair or replace to match rafter tails and/or soffit, no change from existing

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

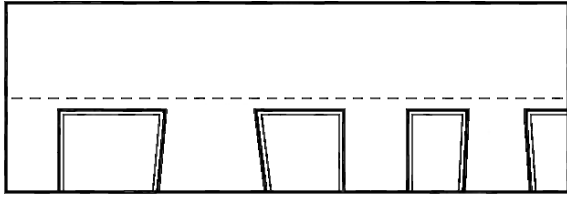
**FOR CITY STAFF USE ONLY**

Counter Staff (Print Name): \_\_\_\_\_

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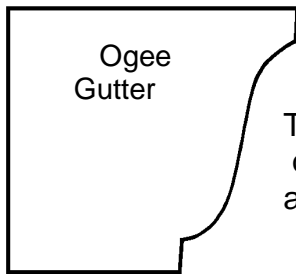
**e-Roof Guide**

**Composition Roofing Materials**



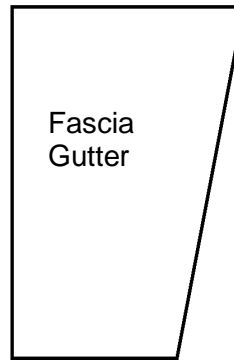
Laminated Dimensional  
minimum 30-year required

**Gutter Types**



Ogee  
Gutter

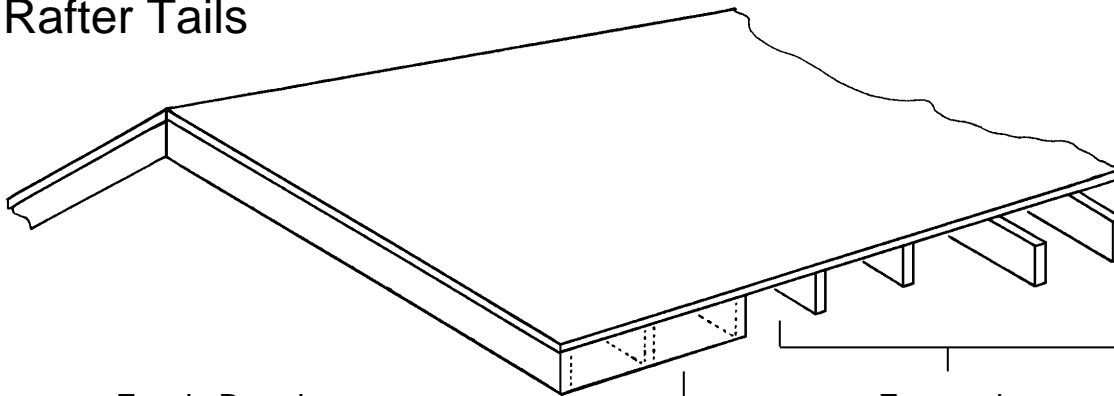
Typical of  
older style  
architecture



Fascia  
Gutter

Typical of  
newer 'modern'  
architecture

**Rafter Tails**



Fascia Board  
covering ends  
of Rafters

Exposed  
Rafter Tails