

EXTERIOR SIDING REPAIRS
HISTORIC PROPERTIES

Projects Exempt from "Site Plan & Design Review" Requirements

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

Attach PRINTED color photos and plans. See next page for instructions. Photos and plans MUST be attached.

SECTION 1:

Yes No **Is the proposed project in a Historic District, or on a Landmark Parcel?**
If checked YES, proceed to section 2 below.
If checked NO, use form CDD-0185.

SECTION 2:

Yes No **Does the proposed project only involve work on areas of EXISTING siding?**
If checked YES, proceed to section 3 below.
If checked NO, work requires Preservation Application.

SECTION 3: Please check appropriate boxes. Any work that cannot be indicated by checked boxes in Section 3 requires a Preservation application and approval by Preservation Staff before proceeding to building plan check and Building Permit. All siding work must comply with Building Code and industry standards for flashing/moisture barrier.

A. SIDING TYPE / MATERIAL / EXTENT OF REPAIR NEEDED

- The existing siding to be repaired is: wood horizontal lap siding; wood shingle; wood vertical board & batten; wood vertical bead board; plaster; brick; terra cotta; concrete block; concrete; stucco; vinyl; metal; other (describe): _____
- Any area of siding repair, including any replacement of severely deteriorated or missing siding, is less than 25% of any individual wall (provide photos/dimensions of both the walls and the area where any replacement siding is needed.)
- Siding repair/replacement work will match in-kind the existing siding with no other exterior modifications to the structure. Masonry repairs will also match in-kind grout color, type, and joint dimensions & profiles.

B. SIDING STYLE / FINISHES / FASTENERS

- The repair/replacement work shall match in-kind existing siding, matching the design, dimension, placement and orientation, material and finish. Attach copy of brochure or cut sheet of any proposed siding replacement material needed as part of the repair, to show that the replacement siding matches in-kind the existing to be repaired.
- The area of repaired/replaced siding shall be fastened per manufacturer's criteria, and all fasteners shall be concealed.

C. WINDOW AND DOOR TRIM RETENTION

If the siding repair requires temporary removal of any existing window/door trim/sills, the trim/sills will be carefully removed, stored and re-installed in their original locations, with appropriate flashing and moisture barrier per code, after work on the siding has been completed.

D. MINOR CHANGE, IF APPLICABLE

Minor change reviewed and approved by Manager and determined to be exempt from site plan and design review. Comment: _____

(Requires Manager review and approval. Manager initials: _____)

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

Applicant's Signature: _____ Date: _____

Name of Planner: _____

FOR CITY STAFF USE ONLY

Counter Staff: _____

In a Historic District, or is it a Landmark Parcel? No Yes (if NO, use form CDD-0185)

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Applicant shall provide the following as ATTACHMENTS to page one for confirmation by staff:

1. A complete floor plan or footprint of the structure (minimum size 8 ½ in. x 11 in.), showing specific locations of all areas of siding repair being proposed.
2. **PRINTED color photographs of the structure: show all sides of structure**, and show the specific areas where the siding work is needed. *(Minimum 4"x6" size images; photo paper not required.)*
3. Brochure, cut sheets or drawings, or other documentation, showing any elements of siding replacement material if repair work requires replacing severely deteriorated or damaged pieces.

Sample Siding Repair Diagram

