

**MECHANICAL / ROOFTOP EQUIPMENT**  
**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 is not exempt and must be reviewed by Preservation Staff.

**SECTION 2:**

**A. GROUND-MOUNTED HEATING / COOLING UNIT**

1.  There is an existing ground-mounted unit (provide photos of existing unit).
  - The existing unit shall be removed. The new unit shall be placed in the same location as the existing unit and shall not exceed the size of the existing unit by more than 25%.
  - The new unit differs in location from the existing unit.
    - The new unit is fully screened behind a solid fenced area and will not be visible from any street views.
    - Existing shrubs or buildings will screen the ground mounted unit from being visible from any street views.
2.  There is no unit in the proposed location.
  - The new ground mounted unit will be fully screened behind a solid fenced area and will not be visible from any street views.
  - Existing shrubs or building will screen the ground mounted unit from being visible from any street views.

**B. ROOF-MOUNTED HEATING / COOLING UNIT**

1.  There is an **existing** roof-mounted unit (provide photos of existing unit).
  - The existing unit shall be removed. The new unit shall be placed in the same location as the existing unit and shall not exceed the size of the existing unit by more than 25%.
  - The new unit differs in location from the existing unit. The new unit shall be screened from street views by the building **with new unit no more than 12 inches above ridgeline** visible from any street views.<sup>1</sup>
2.  There is no existing roof-mounted unit.
  - The new unit shall be screened from street views by the building **with no more than 12 inches above ridgeline** being visible from any street views.<sup>1</sup>

**NOTE: UNITS INCORRECTLY INSTALLED SHALL BE REQUIRED TO COMPLY WITH CHECKLIST.**

3.  Roof mounted unit provided AND applicant can demonstrate that the pitch is too low for attic or split system installation and gable end faces the street not allowing the unit to be placed behind the ridgeline, **AND** the unit will be placed to minimize visibility from any street views.<sup>1</sup>  
(Requires manager review and approval. Manager initial: \_\_\_\_\_).

**C. ROOF-TOP EQUIPMENT / STRUCTURES**

1.  Solar Panels (incorporate into project design or minimize visual impact to the extent possible).
2.  Required restaurant equipment (screened appropriately, minimize visibility).
3.  Repair of existing stair enclosure.

**D. WATER HEATERS / ELECTRICAL PANELS**

1.  Water heater replaced in existing location or new water heater proposed not visible from street views
2.  Electrical panel replaced in existing location or new panel placed where not visible from street views

**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> Provide a scaled diagram showing roof profile and placement of heating / cooling unit