

Residential Design Standards

Administrative Review



Section 26.410.020.B. of the Land Use Code requires an Administrative Review for compliance with the Residential Design Standards (RDS) for all residential projects, unless otherwise exempted pursuant to Section 26.410.010.C.

All residential projects affecting the exterior of the building shall submit for RDS Administrative Review prior to building permit submittal. If exterior work is proposed, and the scope of work meets one of the exemptions listed above, staff shall provide a signed exemption form to be included in the building permit application.

Review Process:

The Community Development Department staff shall review an application for applicability and compliance with Chapter 26.410, Residential Design Standards. If the application complies with all applicable standards as written, a signed Checklist and stamped plan set shall be provided to the applicant to be included with building permit submission.

If the application does not comply with one or more applicable standards, an unsigned Checklist and redlined plan set shall be emailed to the applicant including comments from staff on which standard(s) the application does not comply with and a description of why the standard(s) is not compliant. The applicant shall be provided the opportunity to revise and resubmit the design in response to the comments. Staff will keep an application open for 30 days from the date an unsigned Checklist is emailed to the applicant. If after such time no revisions are submitted, the application will expire.

Application for RDS Administrative Review:

An application for RDS Administrative Review that DOES NOT require Alternative Compliance (see Page 2) shall be submitted to the Community Development front desk on a USB drive or emailed to planneroftheday@gmail.com. Applicants will be notified of received application by email and if additional documents are required. Certain application requirements may be waived by staff depending on the scope of work.

An application for RDS Administrative Review shall include the following documents in digital format:

- Site improvement survey certified by a registered land surveyor (no older than one year from submittal date)
- Proposed Site plan (scaled 24"x36")
- Proposed Floor plans (scaled 24"x36")
- Proposed Elevations (scaled 24"x36")
- Existing Elevations if a remodel (scaled 24"x36")
- Complete scope of work noting all exterior areas affected by the proposed project
- Complete RDS applicant checklist (attached) addressing how each standard is met with sheet references for each standard

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Alternative Compliance or Variation:

Pursuant to 26.410.020.C, projects that do not meet the criteria for Administrative Review or Alternative Compliance (as determined by staff) may be reviewed by the Planning & Zoning Commission, or HPC if appropriate, at the applicant's request. An applicant may choose to apply directly for a Variation from the Planning & Zoning Commission or Historic Preservation Commission, pursuant to Chapter 26.410.020.C. A pre-application summary will be required for an Alternative Compliance or Variation request.

Application for Alternative Compliance or Variation:

An application for Alternative Compliance or a Variation will require a pre-application summary provided by Community Development staff, and shall be submitted as a Land Use Application. Required application submittal items shall be outlined in the pre-application summary.

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Administrative Compliance Review Applicant Checklist - Multi-family Development



Address: _____ Representative: _____
Parcel ID: _____ Email: _____
Zone District/PD: _____ Phone: _____

Instructions: Please fill out the checklist below, marking whether the proposed design complies with the applicable standard as written or is requesting Alternative Compliance (only permitted for Flexible standards). Also include the sheet #(s) demonstrating the applicable standard. If a standard does not apply, please mark N/A and include in the Notes section why it does not apply. If Alternative Compliance is requested for a Flexible standard, include in the Notes section how the proposed design meets the intent of the standard(s). Additional sheets/graphics may be attached.

Disclaimer: This application is only valid for the attached design. If any element of the design subject to Residential Design Standards changes prior to or during building permit review, the applicant shall be required to apply for a new Administrative Compliance Review.

| Standard | Complies | Alternative Compliance | N/A | Sheet #(s)/Notes |
|--------------------------------------|----------|------------------------|-----|------------------|
| B.1. Building Orientation (Flexible) | | | | |
| B.2. Garage Access (Non-flexible) | | | | |
| B.3. Garage Placement (Non-flexible) | | | | |
| B.4. Entry Connection (Non-flexible) | | | | |
| B.5 Principle Window (Flexible) | | | | |