

When Do I Need a Certificate of Review

I. Certificate of Review applications which require Design Review Committee review will require either a Final Review and Approval only, or a Concept Review and Final Review and Approval:

Final review and approval only (one meeting with the Design Review Committee);

- **Small Scale** - projects that can be presented to the Design Review Committee with a staff recommendation and should receive a vote of approval in one meeting. This would include most building additions, signs, garages, etc.

Concept review, and final review and approval (two or more meetings of the Design Review Committee);

- **Large Scale** – projects which are more complex and would require an initial concept review by the Committee, followed later by a second and more detailed presentation to the Committee, with a staff recommendation. This would include new construction, complete demolitions with new construction, some restorations, and other significant alterations.

II. A Certificate of Review is NOT REQUIRED for:

- Exterior Walls
 - Repair of original wall material with “in-kind” materials and design, including exterior paint colors on residential buildings (colors should not obscure architectural detail and should not be incompatible with other neighborhood colors).
- Windows, Awnings and Doors
 - Repair of existing windows and doors where type, style, size and arrangement remain the same as the original.
- Roofs, Soffits, Fascia and Chimneys
 - Repair of original shingles or tiles, with “in-kind” materials and design.
- Ordinary Maintenance and Repair
 - Duplicating original materials and features.
- Landscaping
 - Plant material, ornamentation (excluding walls and fences).

Generally, a **REPAIR** of original features with “in-kind” materials and design can be approved by the Community Development staff without a Certificate of Review.

III. A Certificate of Review is REQUIRED with Staff review and approval but no Design Review Committee decision is required for:

- Windows, Awnings and Doors
 - Replacement of windows and doors with “in-kind” design or another appropriate design.
- Roofs, Soffits, Fascia and Chimneys
 - Roof, soffit and fascia replacement with “in-kind” materials and design.
- Signs
 - Canopy signs.
 - Replacement or duplication of existing building signs with “in-kind” signs.
- Miscellaneous
 - Awnings
 - Porches, steps and railings; including original open porches, screened porches, enclosed porches with windows.
 - Pools and screened cages.
 - Decks
 - Walls, fences, satellite dishes.
 - Other accessory or storage structures (excluding garages).

Generally, a REPLACEMENT with “in-kind” materials and design can be approved by the Community Development staff. More extensive projects, such as an alteration, would likely require a review by the Design Review Committee.

IV. Certificate of Review is REQUIRED with Staff review/recommendation and Design Review Committee approval for:

- Alterations which require Reconfiguration
 - Entrances, porches, carports, garages, accessory structures. Creation of off-street parking areas and driveways.
- Demolitions
 - Partial or exploratory demolitions.
 - Complete demolitions, with proposed use/structures for review.
 - Selective removal of exterior features.
- New Construction and Additions
- Restorations
 - Returning a structure to its original character.
- Exterior Walls
 - Any change of wall material; removal, covering or adding of architectural features, major repairs. Historic color suggestions are available.
- Windows, Awnings and Doors

- Substantial replacement of existing windows and doors in the structure; includes awning, shutters, storm/screen doors, transoms, sidelights, decorative details. Also any changes in type, style, size or arrangement.
- Roofs, Soffits, Fascia and Chimneys
 - Change in style, slope, roof material, or roof features; including dormers, cupolas, cornices, brackets, chimneys, weather vanes, lightning rods, or the addition of aluminum or vinyl features (refer to the Design Guidelines manual for appropriate and non-appropriate use of these materials).