Administrative Review Form
Exterior Changes to Existing Buildings in the R-7, University Residential District

For new uses in existing buildings, no structural changes may be made to the exterior of the building. In addition, any undertaking that would qualify as a minor or major work according to Table XII-1 must be reviewed and approved by the Chair of the Historic Preservation Commission Chair and the Zoning Administrator to qualify as a reuse of an existing building.

APPLICANT CONTACT INFORMATION

Name of Applicant(s): Phone:

Address:

Email Address:

OWNER INFORMATION

Name of Owner(s): Phone:

Address:

Email:

PROPERTY INFORMATION

Address:

Current Land Use:

Proposed Land Use:

Are you making exterior changes to an existing building on your property?

☐ Yes ☐ No

Please summarize the proposed work:

CHANGES TO EXISTING BUILDING(S)

Please check the boxes of the following, indicating the proposed work to be done on the existing building. All interior work and "Exempt Undertakings" do not require administrative review.

EXEMPT UNDERTAKINGS

Building maintenance using like materials:

- ☐ Repair of existing architectural features
- ☐ Painting previously painted surfaces

Changing or Adding:

- ☐ Storm doors and storm windows
- ☐ Window screens

Site maintenance using like materials:

- ☐ Access Drives
- ☐ Outdoor storage, replacement of existing
- ☐ Steps (not attached to buildings)
- ☐ Walkways

MINOR & MAJOR WORKS

Building maintenance using like materials:

- ☐ Masonry repointing with compatible mortar
- ☐ Roof cladding, with like materials
- ☐ All other exterior building maintenance and repairs

Building changes and new construction, including:

- ☐ Access ramps/lifts – erection, alteration, removal
- ☐ Architectural features and details
- ☐ Awnings
- ☐ Building additions
- ☐ Construction of new buildings (other than accessory)
- ☐ Decorative glass (colored, leaded, or beveled)
- ☐ Porches, decks, and attached steps (including enclosing)
- ☐ Roofs, including roof lines and materials
- ☐ Siding (other)
- ☐ Signs and interpretative displays (permanent)
- ☐ Windows (except storm windows and window screens)
- ☐ All other new construction and changes to buildings

Site changes and new construction, including:

- ☐ Access drives
- ☐ Accessory buildings
- ☐ Landscape planting beds and gardens
- ☐ Parking lots
- ☐ Signs (temporary or permanent)
- ☐ Doors (except storm doors)
- ☐ Gutters and downspouts (integral and attached)
- ☐ Painting of unpainted material, such as masonry, copper, and wood
- ☐ Satellite dishes
- ☐ Shutters
- ☐ Siding, removal of non-original synthetic siding
- ☐ All other site modifications

Site maintenance using like materials:

- ☐ Structural landscape features
- ☐ All other repairs of site improvements

Demolition, removal, and relocation of buildings and other structures:

- ☐ Accessory structures
- ☐ Fences
- ☐ All other demolition, removal, and relocation

FOR INTERNAL USE ONLY

If administrative review is required, proposed changes must be reviewed by the Zoning Administrator and Chair of the Historic Preservation Commission.

Summary of Review:

PROPERTY INFORMATION

Address:

PIN:

DECISION:

☐ Approved ☐ Denied Date: _____

_____

Zoning Administrator

_____

Chair, Historic Preservation Commission