

**CITY OF OAKLAND**  
**SMALL PROJECT DESIGN REVIEW**  
**CHECKLIST CRITERIA FOR FACILITIES WITH 5 OR MORE DWELLING UNITS**

Applicant's Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

Small Project Design Review applications involving additions or alterations to facilities with **five or more dwelling units** may only be granted if the Planning Department can check "YES" or "N/A" (Not Applicable) to each of the following criteria:

**BUILDING DESIGN**

YES  NO  N/A  The project has an architectural composition of forms that is well related to the existing building on site in terms of proportion, scale, and materials.

YES  NO  N/A  The design gives three-dimensional interest to all exterior walls.

YES  NO  N/A  For proposals involving Local Register Properties or Potential Designated Historic Properties (PDHPs), the project will not substantially impair the visual, architectural, or historic value of the affected site or facility.

**NEIGHBORHOOD SCALE**

YES  NO  N/A The building or addition breaks up walls and building bulk into components to respect the scale of adjacent development.

**NEIGHBORHOOD FORM**

YES  NO  N/A The building or addition relates well to any strong, positive visual patterns presented by neighboring buildings in the neighborhood. These visual patterns include those created by: (i) roof forms and pitch; (ii) cornice pattern; (iii) surface materials; (iv) windows and openings; and (v) architectural detailing.

**PEDESTRIAN ENTRIES**

YES  NO  N/A  Pedestrian entries are designed to offer transition from the street to the building.

**SITE ACCESS AND PARKING**

YES  NO  N/A  Parking areas, garages, and driveways are sited to minimize their visual impact on the street, house, landscape, and pedestrian entrance. Any garage visible from the street is architecturally consistent with the residence.

**BALCONIES**

YES  NO  N/A The design of balconies are composed to integrate with the total design of the structure.

**SITE ACCESSORIES**

YES  NO  N/A  The project integrates the design and placement of site accessories, utility boxes, and exterior lighting with other building and landscape elements and materials.

**WINDOWS AND SIDING**

*(FOR PROPOSALS NOT INVOLVING LOCAL REGISTER PROPERTIES OR POTENTIAL DESIGNATED HISTORIC PROPERTIES)*

YES  NO  N/A  Window types, proportions, materials, detailing, and composition are compatible with, but not necessarily identical to, the property’s existing window designs.

YES  NO  N/A  Siding material, texture, and orientation is compatible with, but not necessarily identical to, the property’s existing siding design.

**WINDOWS AND SIDING**

*(FOR PROPOSALS INVOLVING LOCAL REGISTER PROPERTIES OR POTENTIAL DESIGNATED HISTORIC PROPERTIES)*

YES  NO  N/A  Window types, proportions, materials, detailing, and composition visually match the property’s existing window design(s); or if the existing window(s) are not original, conform in appearance with those traditionally associated with the building’s architectural style. *Different window materials may be allowed if the new material(s) will be compatible in appearance with the building’s architectural style.*

YES  NO  N/A  Siding material, texture, and orientation visually matches the property’s existing siding design; or if the existing siding is not original, conforms in appearance with siding traditionally associated with the building’s architectural style. *Different siding materials may be allowed if the new material(s) will be compatible in appearance with the building’s architectural style and character, and its selection and placement is governed by a strong design rationale.*

**STREET-FRONTING FENCES AND FREESTANDING WALLS**

*-(if all provisions in Zoning Section 17.108.140 are met)*

YES  NO  N/A  Street-fronting fences and freestanding walls over the height allowed by right have an average transparency of 60% or greater.

YES  NO  N/A  The design of front yard and street-side yard fences and freestanding walls complement, and are consistent with, the architecture of the building.

YES  NO  N/A  Street-fronting fences and freestanding walls are placed out of the public right-of-way and set back *at least* 18 inches from the edge of sidewalk\*. All unpaved areas between the fence/wall and sidewalk are fully landscaped.

**\*Note:** *Before building a street-fronting fence or wall, be sure to verify the location of the property’s lot lines. Many people assume that the public sidewalk extends to the edge of the front lot line. However that is not the case on most streets, where there is often a strip of unpaved right-of-way that is three feet wide or more between the sidewalk and front lot line.*

**RETAINING WALLS OVER 6 FEET IN HEIGHT AND NOT FLANKING A DRIVEWAY**  
**-(if all provisions in Zoning Section 17.102.400 are met)**

- YES  NO  N/A  Retaining walls of excessive height and/or length are avoided.
- YES  NO  N/A  The retaining wall is no higher than necessary to retain grade at the top of wall.
- YES  NO  N/A  The proposal minimizes grading, and an acceptable grading and/or erosion and sedimentation control plan, where required, has been or will be submitted.
- YES  NO  N/A  The retaining wall is located behind buildings, other permanent structures, or existing grade in such a manner as to visually screen\* the wall from adjacent lots and from the street, alley, or private way providing access to the subject lot.

**\*Note:** *Whenever buildings or other permanent structures on the subject lot block most, but not all visibility of the wall, dense landscaping must be installed and maintained to screen the remaining views of the wall from adjacent lots and from the street, alley, or private way providing access to the subject lot.*

**THE FOLLOWING CHANGES TO THE NON-RESIDENTIAL PORTIONS OF MIXED-USE DEVELOPMENT PROJECTS MUST ALSO CONFORM TO CRITERIA IN THE “SMALL PROJECT DESIGN GUIDELINES”:**

- a. Changes to storefronts or street-fronting facades that involve either: (i) replacement or construction of doors, windows; bulkheads and nonstructural wall infill, or (ii) restoration of documented historic fabric;
- b. New or modified Signs;
- c. New or modified awnings;
- d. Color changes to Signs, awnings or other similar facilities;
- e. Exceptions to aggregate Sign area limits, pursuant to Sections 17.104.020(B)(3) and 17.104.030(B)(1);
- f. Sidewalk Cafes that have more than five tables/fifteen (15) chairs and/or have a permanent structure in the public right of way, pursuant to Section 17.102.335; and
- g. Installation of flags or banners having any permanent structure within the public right of way, pursuant to the same regulations for Sidewalk Cafes in Section 17.102.335(B).

**Comments:**

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**I have reviewed the above “Checklist Criteria for Facilities with Three or More Dwelling Units”, as well as the “Oakland Design Review Criteria for High Density Housing” on which they are based, and certify that the project conforms to all applicable criteria.**

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewer’s Signature

\_\_\_\_\_  
Date