



## CRITERIA CHECKLIST FOR DESIGN REVIEW EXEMPTION

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### PURPOSE AND INTENT

The Design Review Exemption standards listed below generally promote the use of matching or compatible building elements, massing and proportions, and exterior materials and treatments. Emphasis is placed on the visual integration of the project with the existing structure(s) on site.

### EXTERIOR TREATMENT CONFORMANCE STANDARDS

Using the form below, a Design Review Exemption (DRX) may be issued only if the Planning Bureau can check "YES" or "N/A" (Not Applicable) to each of the following standards:

#### **WINDOWS:**

Windows are important elements in the composition of architectural elevations. In most cases, it is desirable to maintain consistency in window design. A façade of varied window types, proportions or materials, if not carefully designed, can easily end up looking unbalanced or poorly composed. Often windows incorporate details found in other façade elements or proportions similar to those of the building as a whole. Through this practice, an overall balance and integration of forms and proportions can be achieved.

YES  NO  N/A

**If there is a consistent use of one (or more) window type(s), (such as casement, fixed, hung, or other), then additional or replacement windows are of the same or similar type(s). If the new windows conform in appearance to those traditionally associated with the building's architectural style, this criterion will be determined to have been met.**

YES  NO  N/A

**If windows are to be added or replaced on the front façade, then the new windows conform in appearance to those on the existing and/or original front façade wherever feasible and appropriate.**

YES  NO  N/A

**If there is a consistent use of windows of substantially similar proportions (such as square, rectangular, arched, vertical, horizontal, or other), then additional or replacement windows are of similar proportions.**

YES  NO  N/A

**If there is a consistency in window material(s), then additional or replacement windows are of the same or similar material(s). If the detailing and treatment of the new windows conform in appearance to those of the existing building, this criterion will be determined to have been met.**

YES  NO  N/A

**If there is a consistent use of a particular trim design, (such as painted wood trim with projecting sills), then additional or replacement windows incorporate a similar trim design. Proportional reproductions may be allowed if they will be consistent in appearance with that of the existing building.**

YES  NO  N/A

**If there is a consistency in window groupings or composition, then additional or replacement windows are grouped or composed similarly.**

## **SIDING:**

Siding can be used to unify a building composition, to help reduce scale or bulk, and/or to differentiate different building parts or dwelling units. Sometimes different siding is used to strengthen a building's base, to lighten the upper parts of a building, to articulate floor levels or window bands, or to emphasize an entrance. Care should be taken, however, that treatments are employed consistently and that they harmonize with adjacent treatments. When a variety of treatments are to be used, their selection and placement should be governed by a strong design rationale in order to avoid the appearance of a piecemeal application.

YES  NO  N/A

**New siding matches the existing in terms of material (such as dimensional lumber, board and batten, wood shingles, stucco, brick, stone, pressed hardboard resembling wood siding, glass or other), and conforms as closely as possible to the appearance of the existing building. 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.**

YES  NO  N/A

**New siding conforms as closely as possible to the siding texture(s) of the existing building (such as smooth, rough, glossy, matte, course, or other).**

YES  NO  N/A

**The siding orientation, pattern or type (if applicable) conforms as closely as possible to the siding orientation, pattern or type of the existing building.**

YES  NO  N/A

**The size, width, or spacing of siding units (if applicable) conforms as closely as possible to the size, width, or spacing of existing siding units.**

YES  NO  N/A

**If there is a consistent use of a particular siding treatment on a particular building part, then new siding on a similar part shares that treatment.**

## **ROOFS:**

The design of a building's roof determines a building's basic form and its profile against the sky. The various massing elements of a building can be successfully integrated through the use of similar roof designs. Often the main roof design is repeated in the design of minor roof elements over wings, entryways and dormers. Additions with roofs that vary substantially from the existing roof design run the risk of appearing tacked-on.

YES  NO  N/A

**New roofing matches the existing in terms of shape (such as gable, hip, shed, flat, or other), and conforms as closely as possible to the appearance of the existing roof.**

YES  NO  N/A

**New roofing matches the existing in terms of form (such as steep or moderately sloped, flat, or other), and conforms as closely as possible to the appearance of the existing roof.**

YES  NO  N/A

**New roofing conforms as closely as possible to the materials on the existing roof (such as wood or asphalt shingles, tile, metal, or other). If the proposed roofing material conforms in appearance to that of the existing building, this criterion will be determined to have been met.**

## **EAVES AND OVERHANGS:**

One of the most important considerations in the design of a house involves the edge condition where the exterior wall and roof planes meet. Scale, style and sense of protection and enclosure all are affected by the roof's configuration relative to the walls below. The design of eaves and overhangs can also be used to provide desirable shadows that relieve the visual bulk of blank, unbroken wall planes.

YES  NO  N/A

**Additions and alterations match the existing in the design of eaves and overhangs (such as the distance of overhang, and the design and composition of rafters, brackets, soffits, cornices, and/or fascia).**

### **STYLE AND CHARACTER:**

Architectural style refers to a building's look or character and results from the consistent use of a rationally-selected combination of architectural treatments, forms and details. Successful building design often owes itself to a strong consistency in character. If the character of a building is not consistently maintained, or if ornament is not rationally applied, a building which lacks architectural integrity and unity may result.

YES  NO  N/A

**Additions and alterations match the existing in terms of style and character (such as Mediterranean or Colonial Revival, Victorian, Italianate, Craftsman or Shingle, Queen Anne, Bungalow, Prairie, International, or other).**

YES  NO  N/A

**Where applicable, additions and alterations continue the use of architectural elements which lend the existing building its character (such as building form, material, treatment, detailing, ornament, and composition). Different materials or proportional reproductions may be allowed if they will be consistent in appearance with that of the existing building.**

### **SCALE AND PROPORTION:**

Architectural balance and integration can also be achieved through the incorporation of similarly sized and shaped elements.

YES  NO  N/A

**Additions and alterations match the existing in terms of scale and proportions (such as height of building, arrangement of masses, shape and form of roof, location of setbacks, width of bays, size and placement of major façade elements (e.g. porches, bays, dormers, balconies and other recesses and projections), and continuity of vertical and horizontal lines).**

### **DECORATIVE ELEMENTS:**

Well composed and unified architectural designs are often marked by a consistency in placement; pattern (or rhythm), and design of decorative elements. Even the most ornate designs usually rely on a limited number of decorative elements used repeatedly in original or slightly adapted form. Piecemeal embellishments applied with no rationale on the one hand and flat unadorned additions which fail to reproduce the richness of the original design on the other should be avoided.

YES  NO  N/A

**If there is a consistent use of decorative elements on the existing building, then new additions and alterations on a similar part share that treatment (such as in the design and composition of columns, capitals, brackets, balustrades, and the like). Different materials or proportional reproductions may be allowed if they will be consistent in appearance with that of the existing building.**

## STREET-FRONTING FENCES, GATES AND FREESTANDING WALLS

Street-fronting fences, gates and freestanding walls are only exempt from design review if the Planning Bureau can check "YES" or "N/A" (Not Applicable) to each of the following standards:

### RESIDENTIAL ZONES AND RESIDENTIAL FACILITIES

- (if all provisions in Planning Code Section 17.108.140 are met)

YES  NO  N/A  For **Residential Facilities**: fences, gates and freestanding walls in the front yard and street-side yards do not exceed 42 inches in height (One entry gateway, trellis or other entry structure may exceed 42 inches provided its maximum height or width does not exceed 10 feet)

YES  NO  N/A  For **Nonresidential Facilities in Residential Zones** (including but not limited to schools, golf courses, cemeteries, and civic uses): fences, gates and freestanding walls within 10 feet of the public right-of-way or any abutting property in a Residential or Open Space Zone do not exceed 8 feet in height (One entry gateway, trellis or other entry structure may exceed 8 feet provided its maximum height or width does not exceed 10 feet)

YES  NO  N/A  Street-fronting fences, gates 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 between the sidewalk and front lot line.*

### COMMERCIAL ZONES AND IN THE OS, S-1, S-3, D-CO-1, AND S-15 ZONES

- (if all provisions in Planning Code Section 17.108.140 are met)

YES  NO  N/A  Fences, gates and freestanding walls within 10 feet of the public right-of-way or any abutting property in a Residential or Open Space Zone do not exceed 8 feet in height.

YES  NO  N/A  Street-fronting fences, gates and freestanding walls are placed out of the public right-of-way\*.

**\*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 between the sidewalk and front lot line.*

I have reviewed the above "Design Review Exemption Standards", and certify that the project conforms to all applicable criteria.

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Applicant's Signature

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Date

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Reviewer's Signature

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Date