

# Levels of Review: Primary Facades

**No Certificate of Appropriateness**  
(No C of A; Building Permit Approved  
“Over the Counter”)

**Administrative Certificate of Appropriateness**  
(Admin C of A; Reviewed and Approved by Staff;  
No Historic Preservation Commission Hearing)

**Certificate of Appropriateness**  
(C of A; Requires Historic Preservation Commission Hearing)

## PRIMARY FACADES

### Adding Solar Panels

**No C of A:** To install solar panels.

**No C of A:** To install structures that support solar panels, regardless of visibility, provided that the following conditions are met: set with a low profile on the flat portion of the roof and set in from the perimeter walls of the building.

### Rooftop Equipment (Not visible)

**No C of A:** If rooftop equipment is not visible from a public right-of-way within the district and is installed in a manner that may be easily removed in the future without disturbing any historic fabric.

### Roof Replacement

**No C of A:** Provided that the proposed work does not change the roof materials, character, form or structure.

### Window Repair & Replacement

**No C of A:** To repair or correct deterioration, decay, or damage to existing windows.

**No C of A:** To replace windows provided that the proposed windows match the historic (extant or not) windows in terms of opening size, configuration, material, and all exterior profiles and dimensions.

### Skylights

**No C of A:** Proposed skylights (not including over second floor interior open patio), shall only occur on the flat portion of the roof, have a low profile, are mounted flush with the roof, and are set back from the perimeter walls of the building. Skylight frames shall have a powder-coated or painted finish and the glazing shall be non-reflective.

### Second Floor Interior Open Patio

**No C of A:** Retention of second floor interior open patio is encouraged. Skylights installed over second floor open patios shall be compatible, made of clear, non-reflective glass, and not visible from the public right of way.

### Repair Historic Ornament

**No C of A:** To repair existing historic ornament (including, but not limited to porticos, porches, cornices, plaster work, tympanum, roofline, and eaves) regardless of visibility from the public right-of-way.

### Garage Door Replacement

**No C of A:** To replace a non-historic garage door provided that the new garage door is compatible in terms of material, pattern, and fenestration and minimizes its visual impacts on the character-defining features of the existing building and front yard setting.

### Seismic Work

**No C of A:** For seismic work that complies with Section 1005 of the Planning Code. Seismic upgrades that minimize the alteration of character-defining features of a structure are encouraged.

### Ordinary Maintenance and Repair

**No C of A:** If the sole purpose and effect is to correct deterioration, decay, and / or damage to existing material, including repair of damage caused by fire or other disaster.



### Rooftop Equipment (Visible) / Excludes Cellular Installation

**Admin C of A:** Provided that proposed rooftop equipment is:

(a) Installed in a manner that it may be easily removed in the future without disturbing any historic fabric; and,

(b) Is placed on the flat portion of the roof; is set back a beyond the high point of the gabled roof portion; and is set in from the perimeter walls of the building.

### Security Measures

**Admin C of A:** For installation or replacement of metal security doors, window grilles, or security gates on primary façades provided that these measures are installed in a reversible manner that avoids obscuring or damaging exterior character-defining features of the building.

### Replace Historic Ornament

**Admin C of A:** For the in-kind replacement of historic ornament (including, but not limited to porticos, porches, cornices, plaster work, roofline, and eaves) that has been previously removed, provided that replacement ornament is determined to be compatible with documented designs and ornament found on the subject building or within the district.

### Cladding

**Admin C of A:** For the replacement of historic/non-historic cladding, provided that the replacement cladding is determined to be compatible with documented historic cladding (extant or not) found on the subject building or within the district.

### Door Replacement

**Admin C of A:** Provided that the proposed door matches the historic door (extant or not) in terms of opening size, door type, glazing, material, and all exterior profiles, dimensions and detailing.

### Front Stairway & Railings

**Admin C of A:** For the replacement of historic or non-historic stairways and/or railings with compatible stairways and/or railings provided that the proposal is based on physical or documented evidence and is found to be compatible with the character-defining features of the building and/or district.

### Exploratory Work

**Admin C of A:** For the removal of a limited amount of non-historic material to conduct exploratory investigation regarding structural systems and/or to determine the existence of concealed historic material. This work will be limited to no more than 20% of the surface area (excluding window openings) at a primary façade.

### Doors

**Admin C of A:** For replacement of historic front doors on primary façades, doors shall be replaced with a door that matches the historic door (extant or not) in terms of opening size, door type, glazing, material, and all exterior profiles, dimensions and detailing.

### Building Demolition

**C of A:** Required for the demolition of a contributory or non-contributory building within the district.

### New Construction

**C of A:** The following standards shall guide the approval of exterior alterations and new construction: Historic Character, Historic Materials, and Compatibility.

### Exterior Alterations / Visible Additions

**C of A:** Required for exterior alterations requiring a building permit, with the exception of identified scopes of work that qualify for “No C of A” or an “Admin C of A.” Examples of alterations that require a C of A include visible horizontal or vertical additions, or other major alteration.

# Levels of Review: Rear Facades (Visible and Not Visible)

**No CERTIFICATE OF APPROPRIATENESS**  
(No C of A; BUILDING PERMIT APPROVED  
"OVER THE COUNTER")

**ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS**  
(ADMIN C of A; REVIEWED AND APPROVED BY STAFF;  
NO HISTORIC PRESERVATION COMMISSION HEARING)

**CERTIFICATE OF APPROPRIATENESS**  
(C of A; REQUIRES HISTORIC PRESERVATION COMMISSION HEARING)

## \* Definition of Visibility:

A building, feature, or alteration is considered "visible" when it can be seen from a public right-of-way within the District. Visibility from Kirkham Street and Lawton Street is limited to the highly visible façades of the first three buildings adjacent to Kirkham Street and Lawton Street.

### Exploratory Work

**No C of A:** For the removal at the rear or secondary façades of non-historic material for exploratory purposes (up to the maximum 20% as detailed for primary façades) regardless of visibility.

### Window Replacement

**No C of A:** For window replacement on non-visible rear façades within the existing openings.

### New or Enlarged Window or Door Openings

**No C of A:** For the alteration of existing window or door openings, or the insertion of new window or door openings, at rear façades that are not visible from public rights-of-way.

### Security Measures

**No C of A:** For installation or replacement of metal security doors, window grilles, or security gates on rear façades regardless of visibility from the public right-of-way.

## Rear Facades: NOT VISIBLE\*



### Additions and Penthouses: Not visible

**Admin C of A:** For the construction penthouses or horizontal or vertical additions provided that the new construction is not visible from a public right-of-way.

### Door Replacement or Openings

**No C of A:** For door replacement on secondary façades regardless of material or visibility from the public right-of-way.

**No C of A:** For the alteration of existing door openings, or the insertion of new door openings, at rear façades that are not visible from public rights-of-way.

### Rear Yard Decks, Stairs, Railings

**No C of A:** For the repair, replacement, or new construction of rear yard decks and stairways (and associated structural work) that are not visible from public rights-of-way.

### Ancillary Structures

**No C of A:** For the removal of any non-historic rear yard ancillary structure or the construction of any structure within the rear yard that is no more than eight feet in height above grade and covers no more than 100 square feet of land regardless of visibility from public rights-of-way.

### Fences

**No C of A:** For the construction or replacement of rear or side yard fences provided that the fence is not directly adjacent to a public right-of-way.

## Rear Facades: VISIBLE\*



### Window Replacement

**No C of A:** For window replacement on visible rear façades provided that the replacement windows are compatible in terms of material and configuration.

### Enlargement of Window or Door Openings

**No C of A:** For the modification of existing window or door openings provided that such openings are not enlarged more than 50% of the existing opening's size.

### New Window or Door Openings

**Admin C of A:** For the insertion of new window or door openings at visible rear façades.

### Deck, Stairs, Railings

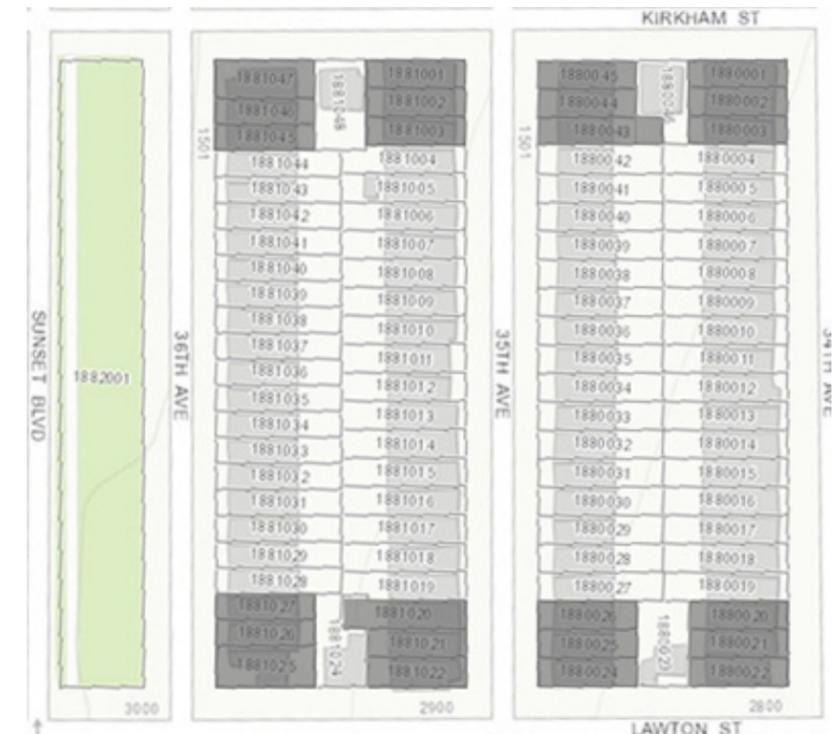
**Admin C of A:** For the replacement or new construction of rear yard decks and stairways that are visible from public rights-of-way.

### Fences (Adjacent to Public Right-of-Way)

**Admin C of A:** For new or replacement fences that are directly adjacent to the public right-of-way.

### Exterior Alterations / Visible Additions

**C of A:** For exterior alterations requiring a building permit, with the exception of identified scopes of work that qualify for "No C of A" or an "Admin C of A." Examples of alterations that require a C of A include visible horizontal or vertical additions.



Properties with visible rear facades are shaded.