

## HPOZ Project Review Process Reference Guide

Project Type		Contributor	Non-Contributor	Reviewed By
<b>Exterior</b>				
	Addition less than 250 SF in rear	CWC	CWNC	Staff/Board
	Addition 250 SF or greater	COA	CWNC	Staff/Board
	Door/window alteration (not street visible)	CWC	CWNC	Staff
	Façade alteration (street visible)	CWC/COA	CWNC	Staff/Board
	Foundation repair/maintenance (if no change)	Exempt	Exempt	
	Paint (change in color)	CWC	CWNC	Staff
	Paint (no color change)	Exempt	Exempt	
	Porch alterations (in rear)	CWC	CWNC	Staff
	Removal of non-historic materials or features	CWC	CWNC	Staff
	Removal of security bars	Exempt	Exempt	
	Repair/maintenance to fix decay (no change in materials, design, or paint)	CWC	CWNC	Staff
	Roof line alterations (street visible)	COA	CWNC	Board
	Roof repair /maintenance	CWC	CWNC	Staff
	Window replace (non-original windows with historically appropriate windows)	CWC	CWNC	Board
<b>Interior</b>				
	Interior alteration (with no change to exterior)	Exempt	Exempt	
<b>Hardscape</b>				
	Hardscape added or expanded in front yard	CWC	CWNC	Board
	Hardscape or landscape work in rear	Exempt	Exempt	
	Hardscape replacement (in-kind) in front yard	CWC	CWNC	Staff
<b>Landscape</b>				
	Grading/ earthwork in rear yard	Exempt	Exempt	
	Landscape work in front or side yard (if not adding hardscape, turf, fence/hedge, new trees, or if 40% of the yard is not planted)	Exempt	Exempt	
	Tree installation in front yard	CWC	CWNC	Staff/Board
	Tree pruning	Exempt	Exempt	
	Tree removal in front yard	CWC	CWNC	Board
<b>Mechanical</b>				
	Mechanical equipment replacement, installation, or repair (non visible)	Exempt	Exempt	
	Solar/skylights/antennas/satellite dishes/internet (non visible)	CWC	CWNC	Staff
<b>Yard</b>				
	Deck installation in rear	CWC	CWNC	Staff
	Fence addition in front or side yard	CWC	CWNC	Staff/Board
	Fence removal	Exempt	Exempt	
	Swimming pool in rear	Exempt	Exempt	
<b>Accessory Structure</b>				
	Addition less than 250 SF	CWC	CWNC	Staff/Board
	Addition more than 250 SF	COA	CWNC if less than 30% of floor area; CCMP if more than 30%	Staff/Board
	Demolition	COA or COA-DEM	CWNC	Staff/Board
	New Construction less than 250 SF	CWC	CWNC	Staff/Board
	New Construction more than 250 SF	COA	CWNC if less than 30% of floor area; CCMP if more than 30%	Staff/Board
	Remodel/Exterior Alteration	CWC	CWNC	Staff