

## Project Review Process Reference Guide

Project Type		Contributor	Non-Contributor	Reviewed By
<b>New Construction and Additions</b>				
	Construction of a structure in the visible area (excluding garages)	COA	CCMP	Staff/Board
	Non-Visible New Construction less than 20% of BC at adoption (excluding garages)	CWC	CWNC	Staff
	Non-Visible New Construction more than 20% of BC at adoption (excluding garages)	COA	CWNC	Staff/Board
	Non- Visible Additions less than 20% of BC at adoption	CWC	CWNC	Staff
	Visible or Non Visible additions more than 20% of BC at adoption	COA	CWNC	Staff/Board
<b>Exterior</b>				
	Façade alteration (street visible)	CWC/COA	CWNC	Staff/Board
	Door/window alteration (not street visible)	CWC	CWNC	Staff
	Window replace (non-original windows with historically appropriate windows)	CWC	CWNC	Staff
	Foundation repair/maintenance (if no change)	Exempt	Exempt	
	Paint (change in color)	CWC	CWNC	Staff
	Paint (no color change)	Exempt	Exempt	
	Porch or Deck alterations (in rear)	CWC	CWNC	Staff
	Removal of non-historic materials or features	CWC	CWNC	Staff
	Removal of security bars installed outside of POS	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
	Re-roofing a flat roof with no change to parapet	Exempt	Exempt	
	Code enforcement cases	CWC/COA	CWNC/CCMP	Board
	Work that does not require a building permit	CWC	CWNC	Staff
<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 yard (non corner lots)	Exempt	Exempt	
	Hardscape replacement (in-kind) in front yard	Exempt	CWNC	Staff
<b>Landscape</b>				
	Grading/ earthwork in rear yard	Exempt	Exempt	
	Landscape work in front or side yard where at least 60% of the yard is planted landscape.(Not including paving, installation of artificial turf, installation of fences or hedges, planting of new trees.)	Exempt	Exempt	
	Tree installation in front yard	CWC	CWNC	Staff
	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)	Exempt	Exempt	
<b>Yard</b>				
	Deck installation in rear (not street visible)	CWC	CWNC	Staff
	Fence addition in front or side yard	CWC	CWNC	Staff/Board
	Removal of fences built outside of POS	Exempt	Exempt	
	Swimming pool install/repair in rear (non corner lots)	Exempt	Exempt	
<b>Accessory Structures</b>				
	Demolition of an Accessory built within the POS	COA or COA-DEM	CWNC	Staff/Board
	Demolition of an Accessory or Non-visible Structure built outside of the POS	CWC	CWNC	Staff/Board
	Construction of an Accessory Structure less than 10% of the lot area	CWC	CWNC	Staff/Board
	Construction of an Accessory Structure more than 10% of the lot area	COA	CCMP	Staff/Board
	Remodel/Exterior Alteration	CWC	CWNC	Staff