



# MINISTERIAL DESIGN REVIEW FOR SMALL RESIDENTIAL ADDITIONS AND ACCESSORY STRUCTURES

Residential single-story additions under 750 square feet in size, minor second story additions less than 500 square feet in size and residential accessory structures typically qualify for this type of review, however, based upon zoning, location or age of the building, this level of review may not always be appropriate. Review the “Special Considerations” section in Step 1 with Development Services Center staff to see if you qualify. If you do, proceed to Step 2.

## Step 1: Are there any special considerations?

<u>Considerations</u>	<u>Yes</u>	<u>No</u>
▪ Is the building over 50 years old?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is the building a Register Resource or Potential Register Resource?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is the site in a Historic Overlay District?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is the site in a Hillside Combining District or Fema Flood Zone?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is the site in a Planned Development or PUD?	<input type="checkbox"/>	<input type="checkbox"/>

## Step 2: Determine Zoning and Compliance with Design Review Rules

The site is zoned: \_\_\_\_\_

▪ Does the project conform to zoning district regulations (e.g., setbacks, height, lot coverage, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
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The City has established both Citywide Design Guidelines and in some cases special area guidelines. Please review [www.fremont.gov/design](http://www.fremont.gov/design) to identify the design guidelines or design rules applicable to you.

▪ Are special area guidelines applicable to your project? _____	<input type="checkbox"/>	<input type="checkbox"/>
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<u>Design Rules (Citywide)</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
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### Site Development:

▪ Does the building comply with maximum lot coverage standards (DR2.1)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does the home conform to other zoning standards (DR2.2)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does the project minimize the impacts of hardscape through utilization of reduced pavement areas, decorative pavement treatments, especially for driveways (DR2.4)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does the building design minimize the impacts of the garage on the streetscape through setbacks and architectural treatments (DR2.4)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does the project maintain a usable rear yard of not less than 15' x 20' (DR 2.12)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Design Rules (Citywide)</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
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Neighborhood Context:

*(Applicable to new, substantially reconstructed homes, and two-story additions):*

- Has a [Neighborhood Context Survey](#) and summary been completed (DR 2.14)?
- Does the project proposal reinforce prevailing neighborhood development patterns by maintaining similar setbacks, entry elements, garage locations, finished floor to ceiling heights and street/front yard trees (DR 2.15)?

Building Design, Architectural Elements, Material and Color:

- Does the building achieve massing and overall heights that are consistent with neighboring homes (DR 2.19)?
- Does the building achieve similar floor to ceiling heights to other homes (DR 2.20)?
- Does the design of the home articulate the main facade into distinct elements: entry, main building; a single story element and the roof (DR 2.21)?
- Does the design of the home incorporate a single-story massing element on the front facade (DR 2.22)?
- Is the 2<sup>nd</sup> story floor area  $\leq$  25% of the first floor [garages excluded] (DR 2.28)?
- Does the home provide a variety of setbacks and do at least two sides of the second-story have a greater setback than the first? (DR 2.30)?
- When adjacent to a single-story home is the second-story setback further than the first story (DR 2.30)?
- When adjacent existing homes with lower massing profiles (e.g., when a second story home is proposed adjacent to a one story home) has the project utilized roof forms with lower profiles (DR 2.33)?
- Does the home have a minimum of two exterior wall cladding materials, one primary and one secondary (DR 2.36)?
- Has architectural detailing been incorporated (DR 2.42)?
- Does the project meet the requirements of the Green Building Code (DR 2.48)?

Design for Enhancing Privacy

- Have potential privacy sensitive areas been identified on the plans (DR 2.50)?
- Has the floor plan layout and window placement minimized unfiltered and direct views from new primary living areas to primary living areas and backyard recreational areas on adjacent lots (DR 2.51)?
- Have windows, doors, porches, balconies and decks been oriented to minimize privacy impacts on adjacent residences (DR 2.52)?
- Have second floor windows not required for egress but located directly adjacent to neighboring outdoor living spaces or facing second story windows on adjacent lots employed techniques such as use of smaller and/or higher-placed (clerestory) windows, non-transparent or obscured glazing, permanent architectural screens, permanently affixed louvers or increased distance between homes (DR 2.52)?
- Does the home avoid the use of large blank walls to address privacy concerns (DR 2.53)?
- If landscaping (e.g., evergreen trees) or other garden features (e.g., trellis, arbor and/or supplementary fencing) is proposed to obscure direct sight-lines on adjacent properties has the property owner submitted a signed notice with attached site plan identifying these features and obligating them to disclose (at time of sale) that these features were required for screening purposes and that they and subsequent property owners are obligated to maintain or replace them as needed. (DR 2.54)?

Design Rules (Citywide)

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
▪ Do the landscape plans and specifications identify the proper minimum planting sizes of 15 gallons for shrubs and 24-inch box with a minimum 12-foot height at planting (DR 2.54)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Will the mature size of the privacy plantings be compatible with available space and not obstruct solar access as provided in the state solar shading act. (DR 2.54)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ If adjacent a one-story home does the proposed project comply with the no balconies or second floor deck restrictions (DR 2.56)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Open Space & Landscaping:

▪ For newly constructed or substantially reconstructed homes, does the project provide landscaping consisting of trees, shrubs, groundcovers and an automatic irrigation system (DR 2.64)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Do the project plans incorporate restorative landscaping (DR 2.66)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Does the project require additional landscaping and/or a street tree to improve the streetscape and/or diminish the impact of the building (DR 2.67)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Where driveways are proposed adjacent a property line, does the project provide the minimum 1.5 to 2.0 foot landscape strip between the driveway and the property line (DR 2.71)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ In addition to street trees, does the project require additional landscaping or trees to offset the lack of existing landscape or to address privacy concerns (DR 2.73)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ If the total landscape area is equal to or greater than 500 square feet, does the project meet the requirements of WELO (Water Efficient Landscape Ordinance)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanations or Comments:

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Project Architect or Designer

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Date

