

<u>For Office Use Only</u>	
Complies with Design Standards? _____	
_____	_____
Signature	Date

CITY OF NEWPORT
HISTORIC NYE BEACH DESIGN REVIEW DISTRICT
CHECKLIST FOR DESIGN REVIEW UNDER THE DESIGN STANDARDS
SINGLE-FAMILY AND TWO-FAMILY DWELLING CHECKLIST
(10/21/15 version checklist)

CHECKLIST INFORMATION:

Address of property: _____

Assessor’s Map and Tax Lot: _____

Property Owner: _____

Property Owner Address: _____

Property Owner Phone: _____

Property Owner Email: _____

Builder/Applicant (if different from property owner): _____

Builder/Applicant Address: _____

Builder/Applicant Phone: _____

Builder/Applicant Email: _____

Property Owner/Builder/Applicant Signature: _____ Date: _____

DESIGN REVIEW INFORMATION CHECKLIST:

This checklist should be submitted in conjunction with a building permit application.

(For more information, please review *Newport Design Review: Guidelines and Standards* or check with the Community Development Department at the Newport City Hall, 169 SW Coast Hwy, Newport, OR 97365.)

PLEASE CHECK APPLICABLE DESIGN FEATURE TO BE PROVIDED.

(Building permit plans should also identify design features to be provided.)

All single-family and two-family dwellings subject to design review are required to either meet the design standards (SFT DS # 1-4) identified below or to apply for design review under the design guidelines.

SFT Design Standard #1. Requirement for roofs, main façade features, and other common design elements. All single-family and two-family dwellings subject to design review under the design standards are required to have at least one element from Element A (Roofs) and at least two elements from Element B (Main Façade Features) on the main façade or as specified.

A) **ELEMENT A. Roofs (see Illustration #2).**

_____ All roof types shall contain eaves and rakes with a minimum 12-inch projection and be one of the following:

- _____ (1) Low-pitched (between 3:12 and 5:12) gable roof(s) with two or more distinct (minimum of 10-foot width along the façade and 5 feet of depth with a separate roof line) low-pitched gable roof elements on the main dwelling. (See *Illustration #4.*)
- _____ (2) High-pitched gable roof(s) between 6:12 and 12:12.
- _____ (3) Hipped roof(s).
- _____ (4) Gambrel roof(s).
- _____ (5) A combination of two or more of the above roofs where the proposed dwelling has multiple distinct roof lines of more than 10 feet (measured from eave to eave) for each roof line.

B) **ELEMENT B. Main Façade Features (at least four features are required). (See Illustrations #2, #3, and #4 for examples.)**

_____ Name of street which is the building's main façade. At least two of the design features below must be located along the main façade of the structure or as specified in the design feature (the main façade is the front of the building facing a street, if the building fronts on more than one street, you may choose which façade is your main façade).

Please check at least four design features to be provided.

Porches and verandas:

- _____ (1) A covered porch (open-walled) that is a minimum of 5 feet deep from the front wall of the dwelling to the enclosing porch rail and running at least 75% of the length of the main façade of the dwelling with an elevated porch floor at least 2 feet off the ground.
- _____ (2) A veranda (covered porch or balcony) a minimum of 5 feet deep from the front wall of the dwelling running along the entire length of the main façade of the dwelling.
- _____ (3) A sunroom (a room projecting from the main façade of the dwelling at least 8 feet for a length of at least 50% of the length of the main façade and with a separate roofline from the main roof) that contains at least 75% of the front façade surface of the room in windows (measured from 2 feet above the floor of the room to the top of the wall).
- _____ (4) Covered front entry porch that is a minimum of 5 feet deep from the front wall of the dwelling to the enclosing porch rail and a minimum of 5 feet wide.
- _____ (5) Portico (at least 5 feet deep and with a length of at least 50% of the length of the main façade) with exposed rafters, exposed purlins, or decorative brackets.
- _____ (6) Columned porch with balustrade that is a minimum of 5 feet deep from the front wall of the building to the enclosing porch rail and extending at least 75% of the length of the main façade.
- _____ (7) Projecting porch a minimum of 5 feet deep and 10 feet wide supporting an uncovered second-story balcony (which is accessible from the interior living space of the dwelling) on columns with one or more decorative Eastlake elements such as rows of spindles and knobs, turned columns, lattice wall, circular perforations and cutouts, sunbursts, or curved brackets.
- _____ (8) Projecting porch a minimum of 5 feet deep and 10 feet wide supporting a covered second-story balcony (which is accessible from the interior living space

of the dwelling) where the covered second-story balcony contains at least one of the following items:

- _____ (A) A roof line separate and distinct from the main roof line by an offset of at least 2 feet.
- _____ (B) A minimum of at least 3 exposed rafters, purlins, or decorative brackets.
- _____ (9) A covered porch, veranda, or sunroom with a distinct roof from the main roof (with the same roof materials) projecting at least 5 feet from a side building wall for a length of at least 10 feet along the wall and that begins within 10 feet of the main façade wall. (*See Illustration #3 (bottom illustration).*)

Roof Details:

- _____ (10) Exposed rafters (a minimum of 10 rafter ends) on the main façade. (*See Illustration #3.*)
- _____ (11) A minimum of 3 exposed purlins on each side of the main roof that is exposed by a gable.
- _____ (12) A minimum of 3 decorative brackets on each side of the main roof that is exposed by a gable. (*See Illustrations #3 and #4.*)
- _____ (13) Dormer (*see Illustration #2*) of at least 3 feet in width and 2 feet of depth (at least one point of the dormer must measure 2 feet out from the roof) with one of the following dormer roof types facing the direction of the main façade:
 - _____ (a) Gable roof.
 - _____ (b) Hipped roof.
 - _____ (c) Shed roof.
- _____ (14) A cupola located along the main façade or at the corner of the main façade.

Siding/Chimney Elements:

- _____ (15) Horizontal weatherboard or clapboard siding composed of boards with a reveal of 3 to 6 inches, or vinyl or aluminum siding that is in a clapboard or weatherboard pattern where the boards in the pattern are 6 inches or less in width or have an exposure of 6 inches or less.
- _____ (16) Shake, rake shake, cedar shingle, board-and-batten, or siding that simulates that shake or shingle appearance **on all exterior walls.**
- _____ (17) A belt course (8 inch minimum width) running around the entire building and located along the top of the main floor windows that divides the building into two areas with horizontal/beveled siding below the belt course and shake/shingle siding above the belt course. Where more than one floor is proposed, the belt course may start at the top of the windows on the second floor or anywhere between the top of the main floor windows and the bottom of the second floor windows provided there exists at least 5 feet of wall from the top of the windows to the roof. If 5 feet of wall does not exist, the belt course may run along the base of the second story windows and the top of the main floor windows. (*See Illustration #3.*)
- _____ (18) A bay window or oriel window extending more than 2 feet from the building wall located along the main façade or at the corner of the main façade. (*See Illustration #5 (top illustration).*)
- _____ (19) Offset(s) in the building face of a minimum of 16 inches for a minimum of 10 feet on the main façade of the dwelling. (*See Illustrations #1 and #2.*)
- _____ (20) Exterior (from grade to above the roof/eave line) chimney of either cobblestone or rough brick.

SFT Design Standard #2. Requirements for windows.

- A) Large windows (20 square feet or more) along the main façade shall be bracketed on each side by smaller windows (no more than 20 percent of the large window surface area). The tops and bottoms of the bracketing windows shall be level with the top and bottom of the large window. If the large window is curved or arched on top, the bracketing windows may continue the line of the curve or arch. If the large window contains multiple smaller (4 or more) panes (or has the appearance of multiple panes), the large window may be unbracketed. *(See Illustrations #3 (bottom illustration) and #5 (bottom illustration).)*
- B) Windows shall have a minimum of at least 3 inches of trim around the window except for the portion of the window, if any, that is shuttered. *(See Illustration #3 (bottom illustration).)*

SFT Design Standard #3. Requirements for exterior finish material.

- A) Plain concrete block, plain concrete, corrugated metal, plywood and sheet pressboard are not allowed as exterior finish material, except as secondary finishes if they cover no more than 10 percent of the surface area of each façade.

SFT Design Standard #4. Requirements for main façade features (Element list B).

- A) Where the main façade is required to be covered/roofed, the roofing material of the main façade feature shall be roofed to match (with the same material or a material that in color and appearance matches the main roofing material) the main roofing material if the main façade feature roof is not a flat (no pitch) roof.
- B) Where the building contains an offset in the main façade, main façade feature depth may be measured from the interior main façade wall provided the interior wall length is at least 25% of the total main façade length and the main façade feature extends beyond the exterior main façade wall. *(See Illustration #4 for an example.)*