

<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**  
**MULTIPLE 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 multiple-family dwellings (greater than 2 dwelling units) subject to design review are required to either meet the design standards (MF DS # 1-5) identified below or to apply for design review under the design guidelines. If the proposed multiple-family dwelling is to consist of a series of more than 2 attached row houses or townhouse dwelling units where the proposed units do not share a common roof, the applicant may choose to follow the requirements of the single-family design review criteria for each of the proposed units as a substitute for Design Standards #1 (A)-(D) listed below.

**MF Design Standard #1.** All multiple-family dwellings (greater than 2 dwelling units) subject to design review under the design standards shall contain the following design features:

- A) The continuous horizontal distance as measured from end-wall to end-wall of individual buildings shall be less than 65 feet. Where multiple detached buildings are proposed, each building shall be separated by a minimum of 10 feet of landscaped area.
- B) The main front façade elevation of the building shall be divided into smaller areas or planes. *(See Illustration #5 (top two illustrations) and Illustration #6.)*

When the front façade elevation is more than 500 square feet in area, the elevation must be divided into distinct planes of 500 square feet or less. For the purpose of this standard, areas of walls that are entirely separated from other wall areas by a projection, such as a porch or a roof over a porch, are also individual building wall planes. This division can be done by:

- \_\_\_\_\_ (1) A porch on the ground floor that is at least 4 feet wide or a balcony on a second floor that is at least 2 feet deep and is accessible from an interior room.
- \_\_\_\_\_ (2) A bay window or oriel window that extends at least 2 feet.
- \_\_\_\_\_ (3) Recessing a section of the façade by at least 2 feet for a length of at least 6 feet.
- \_\_\_\_\_ (4) Projecting a section of the façade by at least 2 feet for a length of at least 6 feet.

- C) The roof of the primary structure that is either a gable roof with a slope of 5:12 to 12:12 or a hipped roof. Where the structure contains a roof width of more than 50 feet along the main façade, the roof shall be broken up into 25 foot or greater increments by dividing the roof frontage by 25 and creating approximately even increments (i.e.  $80/25 = 3$  increments of approximately 26 feet). Each roof increment shall incorporate an offset on each roof increment from the following list. *(See Illustration #5 (top two illustrations) and #6 (bottom illustration).)*

Where an applicable roof offset can be combined with a front façade offset (as identified in (B) above) in one feature, the property owner is allowed to do so.

- \_\_\_\_\_ (1) Cross gable with eaves overhanging on the front façade side.
- \_\_\_\_\_ (2) A roof offset of at least 2 feet.
- \_\_\_\_\_ (3) Distinct gable or hip roof for each increment.

- D) Main entrance. For the purposes of this section, a main entrance is an entrance from outside the building that provides access to two or more dwelling units or to a dwelling unit and a common area.

- \_\_\_\_\_ (1) The location of a main entrance for each primary building must face the street. On corner lots the main entrance may face either of the streets or be oriented to the corner. If the building is designed with multiple main entrances, only one of the main entrances must meet this requirement.
- \_\_\_\_\_ (2) A front porch is required at all of the main entrances that face a street. If the porch projects out from the building, it must have a roof. If the roof of a required porch is developed as a deck or balcony, it may be flat. The covered area provided by the porch must be at least 63 square feet and a minimum of 9 feet wide.
- \_\_\_\_\_ (3) For attached individual houses/dwelling units, a covered balcony on the same façade as the main entrance may be provided instead of a front porch. The covered portion of the balcony must be at least 48 square feet and a minimum of 8 feet wide. The floor of the covered balcony must be no more than 15 feet above grade, and must be accessible from the interior living space of the house.

E) All street-facing elevations must have landscaping along their foundation. The landscaped area may be along the outer edge of a porch instead of the foundation. The landscaping provided in this section shall be counted as part of the landscaping required by Chapter 14.19 of the Newport Municipal Code (No. 1308, as amended). This landscaping requirement does not apply to portions of the building façade that provide access for pedestrians or vehicles to the building. The foundation landscaping must meet the following standards:

- \_\_\_\_\_ (1) The landscaped area must be at least 5 feet wide.
- \_\_\_\_\_ (2) There must be at least one three-gallon shrub for every 3 lineal feet of foundation.
- \_\_\_\_\_ (3) A tree of at least 6 foot in height must be planted in the landscaped area for every 25 lineal feet of foundation.  
(See illustration #6.)

F) The parking lot shall be located to the rear of the building's main façade.  
(See Illustration #6.)

An interior parking structure on a ground floor or lower floor can be utilized for off-street parking provided the access for the interior parking structure is from the side or rear of the building's main façade.

G) Accessory structures such as storage buildings and garages shall be sided and roofed the same as the main structure. Roofs shall be a minimum of a 3:12 pitch with 12 inch eaves. No accessory structure located within 10 feet of a public right-of-way shall have a solid blank wall of more than 15 feet in length without providing for window(s) with a minimum of 10 square feet in area for every 15 feet in structure length located on the façade facing the public right-of-way.

H) Recycling and trash collection areas if not located within the main building shall be located in an accessory structure or shall be screened by a sight-obscuring wood fence or evergreen hedge of at least 6 feet in height on at least 3 sides and all sides facing a public right-of-way.

I) All permanent area lights including parking area lighting shall be full cut-off-fixtures. Permanent exterior lights and landscaping lighting shall be recessed or shielded so that no light source is visible from a public right-of-way or adjacent property.

J) Mechanical equipment located on a roof shall be screened.

**MF Design Standard #2: Requirements for massing.**

A) Buildings greater than 2 stories, and/or longer than forty feet (40') shall include **two or more** of the following elements to break down the scale of the building:

- \_\_\_\_\_ (1) A significant offset (3' minimum depth, 8' minimum width) in the full building massing (*Illustration #10*).
- \_\_\_\_\_ (2) A step-back (6' minimum) of floors above the second floor.
- \_\_\_\_\_ (3) Subdivision into a series of distinct building masses, articulated as separate structures.
- \_\_\_\_\_ (4) Multiple ground floor entries at 30' maximum spacing.

**MF Design Standard #3: Requirements for windows on all multiple-family buildings and accessory buildings with windows or requiring 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).)*

**MF Design Standard #4: Requirements for exterior finish material on all multiple-family buildings.**

- 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.

**MF Design Standard #5: Requirements for main façade feature on all multiple-family dwellings.**

- A) Where the main façade feature is required to be covered/roofed, the roofing material of the main façade feature shall be roofed to match the main roofing material with the same material or a material that in color and appearance matches 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.)*