

**CITY OF HUNTINGTON WOODS
PLANNING COMMISSION**

APPLICATION FOR SITE PLAN REVIEW

The completed application, ten (10) copies of the proposed plans (see checklist for listing of all items to be included) and a check made out to the "City of Huntington Woods" in the amount of:

- \$150.00 for residential building additions;
- \$200.00 for new residences;
- \$200.00 for commercial, office or institutional building additions;
- \$300.00 for new commercial, office or institutional buildings;
- \$100.00 for parking lots or semi-circular driveways (not in conjunction with one of the above);
- \$200.00 for engineering review (required for all new buildings and other construction as determined by the Planning Department).

The completed application shall be submitted to the City offices at least 20 days prior to the date of the Planning Commission meeting when the site plan review will take place.

Applicant _____

Address _____

City _____ Zip _____

Phone _____
(Business) (Home) (Cell)

E-mail _____ Fax _____

If the applicant is not the owner, attach a signed and notarized statement from the owner that the applicant is officially acting on the owner's behalf. Include the owner's address and telephone number.

Location of Property _____
(Street address)

Legal Description _____

Sidwell Number 25 - _____ - _____ - _____

Zone District _____

Lot Size _____ sq. ft.

Lot Width (at front) _____ ft.

Finished Building Height _____ in ft. _____ in stories

Proposed Setbacks _____ front _____ rear _____ side _____ side

Existing Building Size _____ sq. ft. as measured from the building plans

Existing Building Size _____ sq. ft. as published in the Valuation Records of the City

Finished Building Size _____ sq. ft.

Existing Lot Coverage _____ sq. ft. _____ % of total lot size

Proposed Lot Coverage _____ sq. ft. _____ % of total lot size

Existing Garage Size _____ sq. ft.

Proposed Garage Size _____ sq. ft.

I have read Chapter 40 of the Huntington Woods City Code and have supplied all of the required information. I understand that failure to submit the completed application and all items on the checklist by the deadline date **will** result in delay of my application until the items are submitted. For new buildings, an "as built" survey showing all dimensions and grades will be required before final inspection is made by the Building Department. My signature on this application grants permission for Planning Commissioners and City staff to make an on-site inspection of my property for the purpose of gaining a better understanding of my request.

Signature of Applicant

Date

DECISION: The site plan was approved / denied on _____

Date

Secretary

Conditions of Approval: _____

EXTERIOR ADDITIONS

Huntington Woods Planning Commission Guidelines For Residential Properties

Definition: For the purposes of these guidelines, an exterior addition is a structure that expands the outer limits of a building or structure.

Purpose: The Planning Commission recommends that additions be designed so as to preserve or enhance the original style of building, be in compliance with the original deed restrictions for the subdivision in which the addition is purposed, and be designed in context with the surrounding neighborhood.

Guidelines:

Met Not Met

A. Size, Shape, and Proportion

- The addition is generally smaller in size (square footage) than the original building to which it is attached.
- The maximum house size (square footage) and lot coverage is not exceeded.
- The roof height of the addition does not exceed the height of the main gable. From the street, the reverse gable will not be visible over the top of the main gable.
- Multiple parallel ridges, multiple gables and layered gables are absent.
- The pitch of the new roof is similar to or duplicate pitches have been used when compared to the original.
- The proportions used on the facades, that is the ratio of width to height, are similar to the original building.
- A rear addition is set in from the side wall plane at least 1 ft. if there is a change in materials so as to be as inconspicuous as possible when viewed from the street.
- A second story is not cantilevered more than 1 ft. beyond the first story without a visual means of support such as columns.
- Garages are detached in the rear yard or if attached, set back from the front of the main building and lower than the height of the main building, even if living space is above the garage.

B. Materials

- Materials are limited to those used on or compatible with the original building.
- The use of two different materials divided vertically or diagonally on the same façade is absent.

- The material of new foundation walls matches foundation walls of the original building.
- Chimneys should be of masonry construction and finish.

C. Details

- While the addition does not have to duplicate the exact form, style and detailing of the original building, attention has been paid to the following details:

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Window styles and materials
<input type="checkbox"/>	<input type="checkbox"/>	Entrances and porches
<input type="checkbox"/>	<input type="checkbox"/>	Cornice lines with architectural detailing
<input type="checkbox"/>	<input type="checkbox"/>	Brick work with quoins, carbels and other details
<input type="checkbox"/>	<input type="checkbox"/>	Friezes
<input type="checkbox"/>	<input type="checkbox"/>	Gables
<input type="checkbox"/>	<input type="checkbox"/>	Columns and pilasters
<input type="checkbox"/>	<input type="checkbox"/>	Chimneys

- The addition has been constructed so the character-defining features such as lintels, quoins, keystones, etc. are not obscured, damaged or destroyed.
- Door and window height-to-width ratios are in proportion to the original building.
- Walls without windows are absent.
- Double door, two-story entrances, and two-story bay windows are absent.
- Solar equipment, satellite dishes, skylights, roof windows (other than dormers) and rows of windows under the roof ridge are not visible from the street.
- If regarding a corner lot, the elevations facing both streets have been treated as fronts.
- Mechanical venting, utility connections, plumbing stacks and roof vents are all located in the rear, where possible.

Additional Comments:

INFILL DEVELOPMENT (New Buildings)

Huntington Woods Planning Commission Guidelines For Residential Properties

Definition: For the purposes of these guidelines, new buildings include residential or utilitarian buildings proposed for construction on a vacant lot or on a lot where the existing building is being reconstructed so that the original form is no longer recognizable.

Purpose: The Planning Commission recommends that new buildings be designed so as to be in compliance with the original deed restrictions for the subdivision in which the building is proposed and be designed in context with the surrounding neighborhood.

Guidelines:

Not Met

A. Size, Shape and Proportion

New building facades should be designed to look appropriate to, and compatible with, adjacent buildings.

- Building height is similar to nearby buildings, respecting the predominant heights of existing houses or structures of the same style.
- Building setback follows the established setbacks on the street.
- Façade proportions (ratio of width to height) are similar to those of surrounding buildings to create or complement streetscapes and views within the area.
- A second story is not cantilevered more than 1 ft. beyond the first story without a visual means of support such as columns.
- Roof forms follow predominant styles of adjacent buildings.
- For gable, gambrel, hip and similar roof styles, the direction of the main roof ridge follows the direction of adjacent buildings. In most instances, it will be parallel to the front street.
- Multiple parallel ridges, multiple gables and layered gables are absent.
- Garages are detached in the rear yard or if attached, set back from the front of the main building and lower than the height of the main building, even if there is living space above the garage.

B. Materials

- Materials are compatible with those used in adjacent structures or within the surrounding area. Brick, wood, and stucco are frequently used. Vinyl, aluminum, cement board, and other contemporary materials are absent.
- The use of two different materials divided vertically or diagonally on the same façade is absent.
- Materials of foundation walls are compatible with those of nearby buildings.
- Chimneys are of masonry construction and finish.

C. Details

New buildings do not have to copy existing structures but must be consistent with the character, style and scale of those structures. All detail elements must be consistent with the design of the structure.

- Attention has been paid to the following façade elements, which can help give a new structure an appearance that is compatible with neighboring buildings:

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Window hoods and lintels
<input type="checkbox"/>	<input type="checkbox"/>	Entrances with porches and columns
<input type="checkbox"/>	<input type="checkbox"/>	Cornice lines with architectural detailing
<input type="checkbox"/>	<input type="checkbox"/>	Brick work with quoins, corbels, and the other details
<input type="checkbox"/>	<input type="checkbox"/>	Friezes
<input type="checkbox"/>	<input type="checkbox"/>	Gables
<input type="checkbox"/>	<input type="checkbox"/>	Columns and pilasters
<input type="checkbox"/>	<input type="checkbox"/>	Brick or stone chimneys
- Entrance design characteristics are similar to other buildings in the neighborhood; specifically, front porches facing the street, main entrances facing the street and stepped up slightly from the average grade of the home, single entrance doorways and no taller than one story roofs over porches.
- Bay windows are on the first floor only.
- Walls without windows are absent.
- In corner lots, the elevations facing both streets have been treated as fronts.
- Solar equipment, satellite dishes, skylights, roof windows (other than in dormers) and row of windows under the ridge are not visible from the street.
- Mechanical venting, utility connections, plumbing stacks and roof vents are all located in the rear, where possible.