



Planning Division
Single-family or Middle Housing Structure

Supplemental Worksheet for
Old Town Residential (OTR) Zone

Lot Address: _____

Applicability of Design Standards for Additions/Modifications: See WC 4.123 (.06) A. 1.

Skip this section if no addition to or modification of an existing structure

Was the structure proposed for modification or expansion built prior to December 1, 2017? Yes No

For structures built after December 1, 2017

Modification or expansion must meet the design standards of the zone. Select Western Farmhouse, Craftsman, or New Ranch on next page.

For structures built before December 1, 2017 indicate which compliance option to follow:

Option 1: Comply with current design standards of the zone. Select Western Farmhouse, Craftsman, or New Ranch on next page.

Option 2: Match the existing design by confirming all of the following:

Does the existing height of _____ feet remain the same and the new additions match the height? Yes No

Does the existing roof pitch of _____:_____ remain the same and is matched for any additions in the public viewshed? Yes No

Are new exterior materials used similar in style and texture to existing? Yes No

Explain similarity: _____

Are all architectural elements such as doors, porches, dormers, details, etc. kept the same or, for additions in the public viewshed, reproduced? Yes No

Explain how kept the same or reproduced: _____

Staff Use: Section Complete Section Incomplete Information in Section not approvable Notes: _____

Style Selection:

Indicate which of the three allowed styles the structure will follow:

- Western Farmhouse
- Craftsman
- New Ranch

Staff Use: Section Complete Section Incomplete Information in Section not approvable

Western Farmhouse Style Requirements:

Complete this section if you selected the Western Farmhouse Style

Form: Is the form (shape of the structure from birds-eye view, excluding optional garage) a 'T' or 'L' shape? Yes No

Height: Is the structure 2-stories but less than twenty-eight feet tall? Yes No

Roof: Roof slope (required 7:12 to 12:12): _____:_____

Roof overhangs (required 8 inches to 18 inches): _____

Does the structure have a gable or open gable roof? Yes No

Windows:

Are all front-facing windows single or double-hung? Yes No

Width of trim around all front facing windows (min. 4 inch): _____

Entrances: Is a prominent entrance placed in the center of a wide house or at the side of a narrow house? Yes No

Optional dormers with windows: Width of dormer (not to exceed 10 feet): _____

Optional fireplace/chimney: Does the structure have an optional fireplace or chimney? Yes No

Porch:

Does the structure have at least one porch on a street-facing façade? Yes No

Porch width (min. 6 feet): _____ Porch depth (min. 6 feet): _____

Is the porch? Inset Integral Gabled

Is the porch? Linear Wrapping

Staff Use: Section Complete Section Incomplete Information in Section not approvable Notes: _____

Craftsman Style Requirements

Complete this section if you selected the Craftsman Style

Form: Is the form (shape of the structure from birds-eye view, excluding optional garage) rectangular or 'L' shaped? Yes No

Height: Structure height (max. 20 feet for 1.5 stories, 28 feet for 2 stories): _____

Roof: Roof slope (required 6:12 to 10:12) _____:_____

Eaves/roof overhangs (required 8 to 18 inches): _____

Does the structure have one or more dormers? Yes No

Is the front roof ridge parallel to the front yard? Yes No

Windows:

Are all public facing windows double-hung? Yes No

Are all public facing windows proportionally vertical? Yes No

Width of trim around all public facing windows (min. 4 inch): _____

Porch:

Does the structure have at least one porch on a street-facing façade? Yes No

Porch width (min. 6 feet): _____ Porch depth (min. 6 feet): _____

Is the porch integrated with the building form? Yes No

Does the porch include expressive or exposed elements including porch columns, exposed rafters and beams, and detailed brackets? Yes No

Explain: _____

Optional fireplace/chimney: Does the structure have an optional fireplace or chimney? Yes No

Staff Use: Section Complete Section Incomplete Information in Section not approvable Notes: _____

New Ranch Style Requirements

Complete this section if you selected the New Ranch Style

Form: Is the form (shape of the structure from birds-eye view, excluding optional garage) a linear rectangular or 'L' shape? Yes No

Does the form run parallel to the street? Yes No

Height: Is the structure a triplex, quadplex, or townhouse? Yes No

Number of stories (max. two stories for triplex, quadplex, or townhouse; max. one story for all other unit types): One-story Two-story

Height (max. 28 feet for two-story, max. 15 feet one-story): _____

Roof: Roof slope (required 7:12 to 12:12): _____:_____

Roof overhangs (required 8 to 18 inches): _____

Does the structure have a gable or hipped roof? Yes No

Windows:

Are all front-facing windows picture sliding? Yes No

Do windows have shutters? (encouraged, but optional): Yes No

Entrances: Is there a simply-designed entry Yes No

Porch:

Does the structure have at least one porch on a street-facing façade? Yes No

Porch width (min. 6 feet): _____ Porch depth (min. 6 feet): _____

Staff Use: Section Complete Section Incomplete Information in Section not approvable Notes: _____

Façade Width Standards

Complete for all styles

Lot width (feet): _____

Façade width (max. 60% of lot width if lot width exceeds 75 feet, otherwise no max): _____

Staff Use: Section Complete Section Incomplete Information in Section not approvable

Main Entrance Standards

Complete for all styles

Distance of main entrance from longest street facing wall (max. 12 feet): _____

Main entrance does one of the following (select at least one):

Face the street

Angled up to 45° from street

Opens onto 6' deep covered porch (roof or trellis) with an entrance facing the street

Staff Use: Section Complete Section Incomplete Information in Section not approvable Notes: _____

Building Materials:

Complete for all styles. List all building materials used as exterior finish for the structure:

Staff Use: Section Complete Section Incomplete Information in Section not approvable Notes: _____

Garage & Driveway Standards

Complete for detached single-family, ADU's, and duplexes for all styles. For other middle housing unit types leave blank and refer to standards on applicable unit types-specific worksheet.

Width of street-facing façade (feet): _____

Width of Garage Door (max. 50% of street-facing façade): _____

Driveway Width (encouraged, but not required, 12 feet or less): _____

Staff Use: Section Complete Section Incomplete Information in Section not approvable Notes: _____

Staff Notes/Comments:
