

PERMIT REVIEW MATRIX

LEVEL OF REVIEW FOR PROPERTIES

WITHIN THE GENEVA HISTORIC DISTRICT OR DESIGNATED AS INDIVIDUAL LANDMARKS

CERTIFICATE OF APPROPRIATENESS (COA) REQUIRED

Type of Work Proposed	Exempt Work	Minor Work Administrative Review				Significant Work HPC Review			
		Non-Contributing	Contributing	Potentially Significant	Significant	Non-Contributing	Contributing	Potentially Significant	Significant
Ordinary Repair & Maintenance									
Building									
Architectural Features, repair of existing	X	X	X	X	X				
Siding / Trim, repair of original material including up to 10% replacement		X	X	X	X				
Chimney Repair, primary or street-facing façade and no material replacement	X								
Chimney Repair, secondary or rear elevation and no material replacement	X								
Masonry Repointing with compatible mortar and <u>no change in joint width</u> (no material replacement)	X								
Painting of previously painted surfaces (regardless of paint color)	X								
Roof cladding with like materials		X	X	X	X				
Site									
Access Drives		X	X	X	X				
Fences		X	X	X	X				
Landscape Structures (walls, pergolas, gazebos, etc.)		X	X	X	X				
Storage and/or Accessory Structures, repair or replacement of existing		X	X	X	X				
Walkways		X	X	X	X				
All other site improvements for which a permit is required		X	X	X	X				
Alterations and New Construction									
Building									
Access Ramps/Lifts, erection, alteration and/or removal (primary or street façade)		X					X	X	X

Type of Work Proposed	Exempt Work	Minor Work Administrative Review				Significant Work HPC Review			
		Non-Contributing	Contributing	Potentially Significant	Significant	Non-Contributing	Contributing	Potentially Significant	Significant
Access Ramps/Lifts, erection, alteration and/or removal (facades not visible from public way)		X	X	X	X				
Architectural Features and Details, reconstruction or replication of original elements with like materials		X	X					X	X
Architectural Features and Details, replacement or installation of new with substitute materials		X					X	X	X
Awnings		X	X	X	X				
Additions at any location, horizontal or vertical						X	X	X	X
Architectural Modification (minor), primary or street-facing facade		X					X	X	X
Architectural Modification (minor), any facade not visible from public way		X	X	X	X				
Chimney Replacement, primary or street-facing façade, including material replacement		X					X	X	X
Chimney Replacement, secondary or rear elevation, including material replacement		X	X	X	X				
Decorative Glass (colored, leaded or beveled)	X								
Doors, except storm/screen doors		X					X	X	X
Gutters / downspouts, attached	X								
Gutters / downspouts, integral		X					X	X	X
Gutter Fascia Trim, installation of substitute material obscured by gutter		X	X	X	X				
Lighting, attached		X	X	X	X				
Mailboxes	X								
Masonry Cleaning	X								
Masonry Repair/Repointing (including material replacement, infill of existing openings and/or insertion of new openings)		X					X	X	X
Painting of unpainted material (including masonry, metals and wood)	X								
Porches, decks, outdoor seating areas, raised terraces and attached steps (including enclosure of existing porches) visible from public right-of-way		X					X	X	X

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		Non-Contributing	Contributing	Potentially Significant	Significant	Non-Contributing	Contributing	Potentially Significant	Significant
Porches, decks, outdoor seating areas, raised terraces and attached steps (including enclosure of existing porches) not visible from public right-of-way	X								
Principal Structure, new						X	X	X	X
Roof cladding, change in materials		X					X	X	X
Roofs, change in roofline and/or pitch						X	X	X	X
Satellite Dishes	X								
Shutters, new	X								
Shutters, removal of existing	X								
Shutters, or replacement	X								
Siding / Trim, removal of synthetic materials		X					X	X	X
Siding / Trim, repair of original material more than 10% replacement		X					X	X	X
Siding / Trim, installation of substitute material at existing structure or new addition		X					X	X	X
Signs, new (attached)		X	X	X	X				
Signs, replacement of existing face (attached)		X	X	X	X				
Signs, replacement or new consistent with an COG-approved sign package		X	X	X	X				
Storm/Screen Doors and Windows, wood	X								
Storm/Screen Doors and Windows, non-wood	X								
Window Rehabilitation, primary or street-facing facade		X	X	X	X				
Window Rehabilitation, any facade not visible from public way		X	X	X	X				
Window Replacement, primary or street-facing facade		X					X	X	X
Window Replacement, any facade visible from public way except at rear facades along a public alleyway		X					X	X	X
Window Replacement at a rear façade along a public alleyway		X	X	X	X				
Site									
Accessory Buildings or Structures 100 sq. feet or less		X	X	X	X				
Accessory Buildings greater than 100 sq. feet		X					X	X	X

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		Non-Contributing	Contributing	Potentially Significant	Significant	Non-Contributing	Contributing	Potentially Significant	Significant
Access Drives, expansion or modification		X	X					X	X
Access Drives, replacement in-kind		X	X	X	X				
Air Conditioner Condensing Units	X								
Fences, street yard		X					X	X	X
Fences, side or rear yard		X	X	X	X				
Landscape Structures (walls, pergolas, gazebos, etc.)		X					X	X	X
Lighting, General Building Facade		X					X	X	X
Lighting, Landscape or site		X	X	X	X				
Mechanical and Electrical Service Equipment, at grade	X								
Mechanical and Electrical Service Equipment, thru wall						X	X	X	X
Parking Lots		X	X	X	X				
Patios, at grade		X	X	X	X				
Patios, raised		X					X	X	X
Signs, new (free-standing)		X	X	X	X				
Signs, replacement of existing face		X	X	X	X				
Walkways, expansion or modification		X	X	X	X				
Walkways, replacement in-kind		X	X	X	X				
All Other Site Modifications		X					X	X	X
Demolition, Removal and Relocation									
Accessory Buildings or Structures 100 sq. feet or less, non-historic		X	X	X	X				
Accessory Buildings or Structures 100 sq. feet or less, historic		X					X	X	X
Accessory Buildings or Structures greater than 100 sq. feet		X					X	X	X
Chimney Removal, primary or street-facing facade		X					X	X	X
Chimney Removal, secondary or rear elevation		X	X	X	X				
Principal Structures		X					X	X	X
Fences, non-historic		X	X	X	X				
Fences, historic						X	X	X	X
Landscape Structures (walls, pergolas, gazebos, etc.), non-historic		X	X	X	X				

Type of Work Proposed	Exempt Work	Minor Work				Significant Work			
		Administrative Review				HPC Review			
Landscape Structures (walls, pergolas, gazebos, etc.), historic						X	X	X	X
All Other Demolition, Removal or Relocation Work		X					X	X	X

NOTES

The issue of “Minor” and “Significant” Work is subjective and, in each case, requires a level of differentiation by Staff. Requests for scopes of work that are unclear regarding the degree of complexity will be forwarded to the Historic Preservation Commission (HPC) for review.