

INGLESIDE TERRACES HOMES ASSOCIATION

Ingleside Terraces Design Review Checklist

Created by

ITHA Design Review Committee

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ITHA Board of Directors

Table of Contents

I. IMPORTANT INFORMATION ABOUT REMODELS AND RENOVATIONS IN INGLESIDE TERRACES 3

DO I NEED A PERMIT? 3

PERMIT TO REPLACE “IN KIND” 3

DO I NEED TO NOTIFY ITHA AND MY NEIGHBORS ABOUT MY PROJECT? 4

WHAT ZONING REGULATIONS APPLY TO MY HOUSE? 4

HOW IS MY PERMIT APPLICATION REVIEWED BY THE CITY? 4

ITHA DESIGN REVIEW CHECKLIST 5

II. NEIGHBORHOOD CHARACTER: Design buildings to be responsive to the overall neighborhood context, in order to preserve the existing visual character – SFRDG, p. 7 – 10..... 6

Neighborhood Context..... 6

Visual Character: 6

III. SITE DESIGN: Place the building on its site so it responds to the topography of the site, its position on the block, and to the placement of surrounding buildings – SFRDG, p. 11- 21..... 6

Topography: 6

Setbacks: 6

Varied Front Setbacks: 7

Landscaping: 7

Fences 7

Side Spacing Between Buildings: 8

Rear Yards: 8

Special Building Locations: 8

Corner Buildings: 8

IV. BUILDING SCALE AND FORM: Design the building’s scale and form to be compatible with that of surrounding buildings, in order to preserve neighborhood character – SFRDG, p. 23 9

Building Scale: 9

Building Form: 9

Façade Width: 9

Proportions: 9

Roof lines: 10

V. ARCHITECTURAL FEATURES: Design the building’s architectural features to enhance the visual and architectural character of the neighborhood - SFRDG, p. 31 - 41 10

Building Entrance: 10

Utility Panels: 10

Garages 10

Garage Structures: 10

Garage Door Widths: 11

ITHA Design Review Checklist

Curb Cuts: 11

Rooftop Architectural Features:..... 11

VI. BUILDING DETAILS: Use architectural details to establish and define a building’s character and to visually unify a neighborhood – SFRDG, p. 43..... 11

Architectural Details:..... 11

Windows: 12

 Window Size:..... 12

 Window Features: 12

 Window Material: 12

Exterior Materials:..... 13

 Exposed Building Walls: 13

 Material Detailing: 13

VII. BUILDINGS OF POTENTIAL HISTORIC OR ARCHITECTURAL MERIT: Ingleside Terraces, one of the earliest suburbs in San Francisco, is a potential historic district with homes between 80 and 100 years old. For this reason, alterations to homes in the neighborhood must be carefully considered..... 13

Character Defining Features: 14

 Building Form and Materials: 14

 Building Components: 14

 Window Replacement: 15

 Garage Doors: 15

VIII. REFERENCES/ACRONYMS 15

IX. REVIEW AND APPROVAL PROCESS..... 15

I. IMPORTANT INFORMATION ABOUT REMODELS AND RENOVATIONS IN INGLESIDE TERRACES

Homeowners planning to have a successful remodel or addition to their home need to be aware of the laws and regulations that control building projects in Ingleside Terraces. The Ingleside Terraces Homes Association (ITHA) supports the requirements of the City Planning and Building Codes, the San Francisco Residential Design Guidelines and the Ingleside Terraces Covenants, Conditions and Restrictions (CC&Rs) which are recorded against each house. These codes and covenants are designed to preserve and enhance property values and neighborhood character. Following these guidelines will assure that you can take pride in a house that looks its best and brings the highest resale value for you and all neighboring homes.

We recommend that you read this entire document and fill out the following checklist at the earliest stage of planning your project. We also suggest that you be sure that your architect, contractor and material suppliers are familiar with the checklist. This will help you to design and complete your project as quickly and economically as possible. If you have questions, the Ingleside Terraces Homes Association (ITHA) Design Review Committee (designreview@ithasf.org) can provide helpful advice and guidance regarding both Ingleside Terraces' CC&Rs and City guidelines.

DO I NEED A PERMIT?

A permit is required for almost any project other than painting, wallpapering, or a retaining wall less than four feet high. See San Francisco Building Code section [106A.2](#) for the short list of projects that *don't* require a permit.

Examples of projects that require a permit: window replacement; exterior siding replacement; re-roofing; horizontal and vertical extensions of exterior walls; bath and kitchen remodels; electrical and plumbing work, addition of a room; addition of a deck; and replacement of exterior stairs. See [How to Obtain a Building Permit](#) on the S.F. Department of Building Inspection website.

PERMIT TO REPLACE "IN KIND"

Permits issued by the City will require that exterior parts of the house be replaced "in kind." Carefully read both sides of your permit – the "in kind" language may be on the back of your permit. To replace "in kind" means to replace with the original design and materials, regardless of earlier modifications that were not "in kind."

Example No. 1: Replacing siding in kind means, if you have wood shingle siding, you must replace the old wood shingles with new wood shingles that have the same appearance as the original shingles.

ITHA Design Review Checklist

Example No. 2: Replacing windows in kind means to replace windows with new windows that have the same materials and appearance as the house's original windows. See the checklist below for important information about window replacement, which, for example, requires replacement of original wood windows, even if a previous replacement was made with aluminum or vinyl windows. See [Standards For Window Replacement](#), on the S.F. Planning Department website.

DO I NEED TO NOTIFY ITHA AND MY NEIGHBORS ABOUT MY PROJECT?

The City Planning Department requires that before submitting a permit application for certain types of exterior building changes, the homeowner is responsible for conducting an outreach meeting with a representative of the ITHA Design Review Committee and abutting neighbors to review the proposed expansion or renovation. Providing the completed checklist to the ITHA Design Review Committee in advance of the meeting will help bring the issues into focus and expedite the meeting. A list of issues raised at the outreach meeting and the response to those issues must be provided as part of the pre-application process. See [Planning Department Pre-Application Information Packet](#), which provides the information you need for the required notification and meeting.

WHAT ZONING REGULATIONS APPLY TO MY HOUSE?

The Zoning Map of the City and County of San Francisco indicates that Ingleside Terraces is zoned as a RH-1(D) use district. RH-1(D) is defined as residential, single-family houses with side yards. ([S.F. Planning Code, section 206.1](#)) Secondary units (in-law apartments) are prohibited both by City zoning laws (S.F. Planning Code, section 209.1) and Ingleside Terraces' [CC&Rs](#).

HOW IS MY PERMIT APPLICATION REVIEWED BY THE CITY?

S.F. Building Department and Planning Department staff members review applications for building permits to assure compliance with the S.F. Building Code, S.F. Planning Code and the [San Francisco Residential Design Guidelines](#) ("Guidelines"). The Guidelines state that they are "intended to promote design that will protect neighborhood character, enhancing the attractiveness and quality of life in the City ... all residential permit applications must comply with both the Planning Code and the Residential Design Guidelines." (Guidelines, pages 3 & 4.)

INGLESIDE TERRACES DESIGN REVIEW CHECKLIST

ITHA provides the following checklist to help homeowners navigate through the City Residential Design Guidelines and ITHA [CC&Rs](#) that govern remodel and addition projects:

INGLESIDE TERRACES HOMES ASSOCIATION

P.O. Box 27304

San Francisco, California 94127

ITHA DESIGN REVIEW CHECKLIST

Date: _____

Project Address: _____ Applicant: _____

Applicant's Address: _____ Applicant's Telephone: _____

Brief Description of Project:

Please refer to the documents listed in Section VIII. References/Acronyms should you require guidance on any of the checklist items below:

Please Respond: Yes (Y), No (N) or NA (not applicable) for each item below:

II. NEIGHBORHOOD CHARACTER: Design buildings to be responsive to the overall neighborhood context, in order to preserve the existing visual character – SFRDG, p. 7 – 10

__ Is the project compatible with the neighborhood’s existing RH-1(D) zoning (residential, single-family, detached)?

__ Does the project comply with the Covenants, Conditions, and Restrictions (CC&Rs) that allow single-family dwellings and prohibit commercial uses of the properties in Ingleside Terraces? CC&Rs #1, #2, #5, #7

Neighborhood Context

__ Will the new construction be compatible with the scale, setback patterns, and architectural features of surrounding homes found throughout the historic Ingleside Terraces neighborhood?

__ Does the project maintain the existing block and lot patterns; i.e, 1-story or 2-story homes built on large lots with front, side and back yards and varied front setbacks?

Visual Character:

__ Is the project compatible with existing patterns (height, width) and architectural features of surrounding buildings? (Note: Consider exterior finishes, window type and materials, roof forms, garage patterns etc.)

__ Will the new construction/addition result in a structure that helps define, unify and contribute positively to the existing visual context of the neighborhood? SFRDG, p. 10.

III. SITE DESIGN: Place the building on its site so it responds to the topography of the site, its position on the block, and to the placement of surrounding buildings – SFRDG, p. 11- 21

Topography:

__ Is the project designed so that the new structure follows, and does not alter, the existing topography of the site in a way that is similar to other buildings on the block?

Setbacks:

__ Does the new construction conform to the City’s requirement that buildings may not extend to the minimum setback limits on all sides? SFRDG, p. 12-21; SFPC Section 132(g); SFPC Section 133; SFPC Section 136.

__ Is the project consistent with the terraced appearance of the neighborhood?

ITHA Design Review Checklist

Varied Front Setbacks:

“In areas with varied front setbacks, design building setbacks to act as a transition between adjacent buildings and to unify the overall streetscape” – SFRDG, p. 12

___ Does the new construction maintain the block’s existing front setback pattern? SFRDG, p. 12; SFPC Section 132.

___ Is the project consistent with the requirement that no main wall of a building may be built that is closer to the street line than the building line which is 12 to 25 feet away from the front or side front of the property as designated on its official plat map? CC&R, #3 (Note: The varied front setbacks in Ingleside Terraces are essential to the terraced design of the neighborhood.)

Landscaping:

“Provide landscaping in the front setback” – SFRDG, p.14

___ Is the project consistent with the neighborhood’s original design as a residential park, retaining open front yards and plantings?

___ Does the new construction allow for plantings at the front, sides and rear of the home as required by SFPC, Section 132 (g), *Green Landscaping Ordinance*?

___ Are necessary hard surfaces (e.g., sidewalks, driveways) kept to a minimum and, where necessary, constructed of porous concrete, pavers, bricks, gravel, etc. as required by SFPC, Section 102.33?

___ Are natural materials such as wood, rock or stone used to create garden features (e.g., planting bed borders, pathways, etc.)?

Note: The cultivation of plants and shrubs that are suitable to our planting zone and climate are addressed in the following City codes: SFPWC, Section 802.1; SFPUC, Water Efficient Irrigation Ordinance - SF Administrative Code, Chapter 63

Fences

___ Does the fence comply with the CC&R requirement to not build fences in the front of the property? CC&R #10 ((Note: The purpose of this CC&R was to protect the open, park-like setting of Ingleside Terraces)

___ If the fence is to be constructed on a corner lot, is it consistent with the CC&R stipulating that fences constructed closest to the side street line follow the building line and not be made of wood? CC&R, #10 (Note: Building lines define the buildable area of a lot; that is, the entire lot minus front, rear, and side setbacks.)

___ Has a building permit been obtained for any fence exceeding 6 feet high on the side of the property? SFPD: Fences-Residential.

ITHA Design Review Checklist

__ Will the style of the fence, if visible from the street, be compatible with the historic homes in the neighborhood? SFPD: Fences-Residential.

Side Spacing Between Buildings:

“Respect the existing pattern of side spacing” – SFRDG, p. 15

__ Does the new construction maintain the existing side spacing pattern?

__ If the building has North/South side lines, does the new construction meet the requirement to be more than 4 feet away from the Northerly exterior side line, and more than 10 feet away from the Southerly exterior side line? CC&R, #3 (Note: The differences in side setbacks contribute to the terraced appearance of the neighborhood).

__ If the building has East/West side lines, does the new construction meet the requirement to be more than 4 feet away from the Easterly side line, and more than 10 feet away from the Southerly exterior side line? CC&R, #3

Rear Yards:

“Articulate the building to minimize impacts on light and privacy to adjacent neighbors” – SFRDG, p. 16

__ Will the rear yard be at least 25% of lot depth once the new construction is completed? SFPC, Section 134.

__ Will the new construction maintain the existing pattern of rear yard open space on the block? SFRDG, p. 16, 26; SFPC section 101

__ Will the new construction retain more than **the minimum setback limit** at the rear of the property? SFRDG, p. 16; SFPC, Section 101.

__ Does the project incorporate “Good Neighbor Gestures” to minimize the effect of new construction on the sunlight, views and privacy of adjacent properties? SFRDG, p. 16-17; SFPC, Section 101

Special Building Locations:

Corner Buildings:

“Provide greater visual emphasis to corner buildings” – SFRDG, p. 19-20

__ Is the proposed project on a corner lot? If not, skip to Section IV.

__ Is the new construction on the corner lot designed to maintain greater visual emphasis on the block by treating front and side facades with appropriate window placement and architectural details (wooden windows, porches, balconies, etc.)? SFRDG, p. 19-20; SFPD, Windows. (Note: Corner buildings are more important to the block face because two sides are visible from sidewalks and street)

__ Is the new construction no nearer to the street than the building line of the property as designated on its official plat map? CC&R, #3; SFPD, Bulletin 5.

IV. BUILDING SCALE AND FORM: Design the building's scale and form to be compatible with that of surrounding buildings, in order to preserve neighborhood character – SFRDG, p. 23

Building Scale:

“Design the scale of the building to be compatible with the height and depth of surrounding building” – SFRDG, p. 23-27

__ Will the scale of the completed structure be compatible (neither too large, nor too small) with surrounding buildings?

__ Will the new construction be two stories or less, and no higher than 21 feet, as measured from the top of the floor of the first floor level to the underside of the ceiling of the second story? CC&R, #4.

__ If the house contains a basement, does the first floor (above the basement) adhere to the requirement to be set no more than 6-1/2 feet above grade level at the front of the house? CC&R, #4

__ If there is a second story, does the roof have a pitch no greater than 45 degrees? CC&R, #4

__ Is the height of the new construction the same or less than the average height of its adjacent neighbors?

Building Form:

“Design the building's form to be compatible with that of surrounding buildings” - SFRDG, p. 28

__ Will the new construction result in a building form, or 3-dimensional shape, that is compatible with those of surrounding buildings? SFRDG, p. 28

__ Are the volumes and surfaces of the project designed to avoid a large and bulky building?

__ Has the new construction been designed to avoid long, blank sidewalls by stepping them back, adding appropriate windows, etc. to break up the mass of the wall?

Façade Width:

“Design the building's façade width to be compatible with those found on surrounding buildings” – SFRDG, p. 28

__ Is the facade width like that typically found in the neighborhood? SFRDG, p..27.

Proportions:

“Design the building's proportions to be compatible with those found on surrounding building” - SFRDG, p. 29

__ Are the dimensional relationships (height and width, orientation) of a building's features consistent with the dimensions of similar features on surrounding buildings?

__ Does the design incorporate features which are consistent with the historic character and proportions of the existing structure?

ITHA Design Review Checklist

Roof lines:

“Design rooflines to be compatible with those found on surrounding buildings” – SFRDG, p. 30

___ Are roof setbacks consistent with the stipulation that projecting roofs at gables or eaves not extend more than 3 feet 6 inches beyond the building line as shown on the official plat of the property?

CC&R, #3

___ Does the roofline of the new construction/addition cohesively relate to that of the existing structure?

___ If there is to be a new roofline, is it consistent with the dominant, existing pattern of the street?

SFRDG 30.

V. ARCHITECTURAL FEATURES: Design the building’s architectural features to enhance the visual and architectural character of the neighborhood - SFRDG, p. 31 - 41

Building Entrance:

“Design building entrances to enhance the connection between the public realm of the street and sidewalk and the private realm of the building” – SFRDG, p. 31 – 32

___Is the entryway proportioned, articulated and decorated in a manner that is compatible with the existing structure and does it blend well with surrounding homes? SFRDG, p. 31-32, 48

___Does the building entrance, including its location, the door itself, stairway, landing, porch, etc. respect the existing pattern of other entrances on the block? SFRDG, p. 32

___Does the building entrance reflect the architectural style of the house?

Utility Panels:

“Locate utility panels so they are not visible on the front building wall or on the sidewalk” – SFRDG, p. 33

___Are utility panels hidden from view and not located on the sidewalk?

Garages

Garage Structures:

“Detail garage structures to create a visually interesting street frontage” – SFRDG, p. 34-36 (Note: Also see: SFPD, Garages and Curb Cuts)

___If a new garage or garage opening is proposed, is it visually compatible with others along the street?

___ Is the garage entrance, including the door, designed and placed in a way that complements the existing structure and its architectural style?

ITHA Design Review Checklist

Garage Door Widths:

“Minimize the width of garage entrances” – SFRDG, p. 36

Do garage doors exceed 12' in width? If so, have design measures been taken to reduce the impact of a larger garage door?

Curb Cuts:

“Coordinate the placement of curb cuts” – SFRDG, p. 37

If curb cuts are necessary are they consistent with others in the neighborhood?

Rooftop Architectural Features:

“Sensitively locate and screen rooftop features so they do not dominate the appearance of a building” – SFRDG, p. 38 - 42

Are rooftop features including, but not limited to, stairway penthouses, skylights, solar collecting devices, antennas, satellite dishes located and screened so they do not dominate the appearance of the building? SFRDG, p. 38

Are the number of rooftop features limited and their visibility from the street minimized? SFRDG, p. 38

Are external blowers, air conditioning units, windmills or any other devices that may be placed on the side of a house or on a roof suitably screened or camouflaged so they are not visible from the street, common areas (such as Sundial Park) or surrounding neighbors?

Does the project avoid placing plumbing, exhaust vents or tubing on the outside of the building that is visible from the street or by neighbors?

If skylights are proposed, do they complement the architecture of a house? (Note: Bubble skylights are strongly discouraged and should not be visible)

Do roof decks or other unenclosed additions complement the building's design?

Does the roof top construction take into consideration its appearance from the street and the neighbors' views and privacy?

VI. BUILDING DETAILS: Use architectural details to establish and define a building's character and to visually unify a neighborhood – SFRDG, p. 43

Architectural Details:

“Design the placement and scale of architectural details to be compatible with the building and the surrounding area” - SFRDG, p 43

Is the new construction to be detailed in a manner that is compatible with the existing building's architectural style and that of neighboring homes?

ITHA Design Review Checklist

__ Does the proposed detailing avoid additive or “pasted-on” ornamentation that would cause the building to be overly decorated?

__ Are roof penetrations such as chimneys and large vent caps to be detailed appropriately?

Windows:

“Use windows that contribute to the architectural character of the building and the neighborhood” – SFRDG, p. 44. (Also see: SFPD, Windows)

__ Will new windows retain the existing framing and window sills?

__ Are the new or replacement windows compatible with the architectural style of the home and revival-style architecture in the neighborhood? (SFPD, Windows, p. 8)

Window Size:

“Relate the proportion and size of windows to that of existing buildings in the neighborhood” – SFRDG, p. 45

__ Are the windows in the new construction compatible in terms of proportion, size, and orientation with windows found in other neighborhood homes?

__ Is the proportion of solid wall to window openings compatible with that of the existing structure?

Window Features:

“Design window features to be compatible with the building’s architectural character, as well as other buildings in the neighborhood” – SFRDG, p. 45

__ Will divided light windows visible from the street or sidewalk be replaced with true divided light windows or by simulated divided light windows that meet the San Francisco Planning Department’s Standards for Window Replacement (p. 6)?

__ Will windows that are original to the house or architecturally unique, or an example of outstanding craftsmanship be repaired and not replaced?

Window Material:

“Use window materials that are compatible with those found on surrounding buildings, especially on facades visible from the street” – SFRDG, p.46.

__ Are new or replacement windows of high quality and of the same material as the original windows (e.g., wood to wood)?

__ If the original windows have been inappropriately replaced in the past with aluminum or vinyl, will the new replacement windows be of wood as required by the SF Planning Department’s, *Standards for Window Replacement*?

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Exterior Materials:

“The type, finish, and quality of a building’s materials must be compatible with those used in the surrounding area” – SFRDG, p. 47- 48

__Are the type, finish and quality of building materials to be used in the new construction compatible those used in surrounding homes?

Exposed Building Walls:

“All exposed walls must be covered and finished with quality materials that are compatible with the front façade and adjacent buildings” – SFRDG, p. 48

__Will the new construction be finished at the rear of the building with the same materials used at the front and sides?

__If replacement finishing is necessary, will it be replaced in kind (i.e., with like materials)? SFRDG, p.48) (Note: For example: Stucco finishes should be manually applied and not blown-on; replacement siding must be of real wood, not aluminum or vinyl; decorative elements should be replaced with like materials; copper vent caps, gutters and downspouts should be retained)

__Are inappropriate materials such as vinyl, synthetic stucco using foam, and cellulose-based wood composition products, avoided?

__ Will the exterior color palette complement the architectural style of the home and be compatible with surrounding homes? SFRDG, p. 47

Material Detailing:

“Ensure that materials are properly detailed and appropriately applied” – SFRDG, p. 48

__Will the mix of materials (e.g., stucco, brick, wood siding) to be used on the façade provide visual interest without seeming cluttered?

__ If adding or replacing a roof, will materials matching the existing roof be used? SFRDG 48 (Note: Depending upon the architectural style of the home, clay tile roofing, slate roofing, concrete tiles, or composite tiles matching the existing roof would be appropriate. Unique roofing, such as that replicating thatch, should be repaired or replaced in kind.)

__Will new or replacement exterior doors be of wood with quality design and construction that is compatible with the architectural style of the building? SFRDG 47, 31

VII. BUILDINGS OF POTENTIAL HISTORIC OR ARCHITECTURAL MERIT: Ingleside Terraces, one of the earliest suburbs in San Francisco, is a potential historic district with homes between 80 and 100 years old. For this reason, alterations to homes in the neighborhood must be carefully considered.

Character Defining Features:

“Ensure that the character-defining features of an historic building are maintained” – SFRDG, pp. 50 - 53

__Are proposed alterations true to the existing architectural style of the home? (Note: Take into consideration decorative elements such as tile, columns, windows, entrances, fencing, etc. so that they are consistent with the existing architectural style.)

__Are materials, detailing and form of the new construction compatible with the historic building and other historic homes in the neighborhood?

Building Form and Materials:

(For more information review SFRDG, p. 51)

__Does the project design preserve the historic building form?

__Does the project retain historic finishes of exterior materials? (Note: Replace like materials with same or similar materials; e.g., do not replace shingle siding on Craftsman style homes with wood-siding or stucco).

Building Components:

(For more information review SFRDG, p. 52)

__ Will the project add materials or features that were not historically found on the building:

__Will the project repair, rather than replace, damaged and deteriorated building components wherever possible?

__Will missing components/features be replaced based on physical evidence, existing documentation or photographs, or like features on similar buildings?

__Does the project retain historic landscape features such as fences? (Note: Front yard fences in Ingleside Terraces are prohibited by the CC&R's, none are historic and they should be removed rather than retained).

__Will the project improve the historic integrity of the building by removing non-historic materials or additions?

__Does the project retain the chimney(s) or porch of the original structure? (Note: Chimneys and porches are integral design features of most revival style homes in Ingleside Terraces and should not be removed).

__ Are proposed chimney repairs or replacement consistent with the requirement to replace in kind; i.e. replicating the form and top of the existing chimney and using materials suitable to the architectural style of the home? (Note: Drawings should be submitted when modifying chimney tops or their enclosures)

ITHA Design Review Checklist

___ Are gutters, down spouts and other such attachments to the roof or the outside of a house to be replaced with like kind and material? (Note: Care should be taken to preserve ornamental scuppers, openings to allow rainwater runoff, fasteners and other items which were used in original construction).

___ Are canopies, awnings or other additions consistent with the architecture of a structure and the streetscape?

Window Replacement:

(For more information review SFRDG, p. 52 – 53)

___ Do windows retain their original location?

___ Do replacement windows match the material and design of historic windows?

Garage Doors:

(For more information review SFRDG, p. 53)

___ Are new garage door openings unobtrusive and no larger than absolutely necessary?

___ Are new garage doors designed to be compatible with the existing building?

VIII. REFERENCES/ACRONYMS

SFRDG = *San Francisco City and County Residential Design Guidelines* (December 2003)

CC&Rs = *Covenants, Conditions and Restrictions* that apply to property within Ingleside Terraces

SFPC = *San Francisco Planning Code*

SFPD, Bulletin 5 = “*Buildable Area for Lots in RH, RM, RC, and RTO Districts*”, *Zoning Administrator Bulletin No. 5*; San Francisco Planning Department SFPD, Fences =

SFPD, Fences =

SFPD, Garages and Curb Cuts = “*Guidelines for Adding Garages and Curb Cuts*”, San Francisco Planning Department

SFPD, Green Landscaping Ordinance

SFPD, Windows = “*Standards for Window Replacement, A Guide to Applying for a Window Replacement Permit*”; *San Francisco Planning Department. Green Landscaping Ordinance*

SFPUC = San Francisco Public Utilities Commission

SFPWC = San Francisco Public Works Code

IX. REVIEW AND APPROVAL PROCESS

- Use the ITHA Design Review Checklist to help avoid negative consequences that may result if guidelines are disregarded.

ITHA Design Review Checklist

- Clearly define your entire project using preliminary drawings if necessary.
- Hold early discussions with neighbors and the ITHA Design Review Committee to identify and resolve any issues related to your project.
- Obtain all necessary permits from the City and County of San Francisco after conferring with neighbors and ITHA Design Review Committee.
- **ENFORCEMENT - Do not exceed the work authorized by the permit or make unapproved changes. Fines and stop work orders are costly and homeowners may be forced to remove and replace construction completed without prior authorization.**