

Sample Design Guideline Checklist

Guideline		Project Complies	Project Does Not Comply	Not Applicable	
Façade Elements	Architectural Design	The building must be tied to its neighbors through the use of similar massing, materials, or some other technique.			
		Renovations of, or additions to, existing buildings should follow the original style.			
		Materials used in renovations of, or additions to, existing buildings should be consistent with the original materials.			
		New buildings which mimic historical styles must accurately use materials, proportions, and ornamentation of the proposed architectural style and should not look cartoonish or fake.			
	Doors	For rowhouses and townhouses, each dwelling unit that fronts onto the public street must have a primary entrance that faces, and is parallel to, the street.			
		For standard multiple family dwellings, all apartments must be accessed through an entrance that faces, and is parallel to, the street. All apartments may use a centralized entrance that is used for multiple units, or each individual unit may have its own exterior entrance. Secondary entrances may not face a street, but not in lieu of a street-facing entrance.			
		For courtyard apartment buildings, if apartments open onto the courtyard, both the courtyard and the apartment entrance must be visible and accessible from the street. In addition, the doors of the units adjacent to the street must open on to the street.			
	Windows	Windows must be provided on walls that face a street.			
		Windows must maintain the same style and spacing along all sides of building.			
		Windows must be vertically oriented, or taller than they are wide.			
		Each window must be individually articulated; i.e., windows may not form long horizontal or vertical bands.			
		Windows may not be flush with solid building surfaces, but rather must be recessed at least four inches (4") from the exterior wall plane.			
		Windows must be single-hung, double-hung, casement style, bay windows, and picture windows with operable windows on both sides.			
		Horizontal aluminum sliders and non-opening windows may not be used.			
		Upper-floor windows at the rear and sides of buildings must be placed to maximize the privacy of the neighboring properties.			
	Window screens that detract from the window are discouraged.				
	Rooflines	Gabled roofs, hipped roofs, and mansard roofs with attic dormers may be used; flat roofs are also appropriate.			
		Modifications or additions to existing buildings should maintain the original roof type.			
	External Stairways	For stairways used to access upper floors, internal enclosed stairways are strongly preferred.			
		If external stairways are used, they must be located on the side or on the rear of the building, unless they are designed to be an integrated architectural feature of the façade. To qualify as an integrated architectural feature of the façade, an exterior stairway must be constructed directly adjacent to the structure behind a partial wall or fin that hides the stairs and railing. A partial wall, if used, must be consistent with the materials of the building.			
Prefabricated stairs not architecturally integrated will not be approved.					