



Department of Planning and Building Services
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MECHANICAL EQUIPMENT – PLANNING REVIEW

Commercial, Industrial, Institutional, Public Use, Mixed Use, Multi-Family, Attached Single Family (3+ Units) and Minor Development in the R-DD (Old Town) Zone.

Mechanical equipment includes heating, ventilation and air conditioning systems, transformers, generators, utility meters, connection boxes, satellite dishes, antennas, tanks and other similar features. The Development Code requires that mechanical equipment be screened from view or placed in a location where they will generally not be visible. This applies to:

- New units
- Replacement units
- Roof-top units
- Ground-mounted units

Prior to submitting a Building permit for new or replacement mechanical units, the placement and screening (if required) must be reviewed and approved by Planning. In addition, ground-mounted units must meet setback requirements of the zone.

For all new and replacement ground-mounted equipment, please provide:

- A scaled site plan showing the location of the unit(s) on the property and distance to property lines.
- Scaled elevations of screening, including materials and colors. If screening is to be provided by landscaping, please submit a site plan showing the location, species and size of the plant materials.

For all new and replacement roof-mounted equipment, please provide:

- Roof plan showing location of the unit(s) on the roof.
- Dimensions of the old and new equipment.
- Height of parapet (if any).
- Elevations of screening, including materials and colors (solid material required).
- Photos or cross sections from adjacent right-of-way showing views of equipment location.

Single Family Dwellings, Duplexes and Zero-Lot Line Dwellings

Mechanical equipment is considered an accessory structure if it is not attached to the dwelling. Please confirm setbacks with Planning and show the location of all mechanical equipment on a site plan.