

Landmarks Preservation Commission
Community and Economic Development Department
Planning Division



747 Market Street ❖ Room 1036 ❖ Tacoma WA 98402-3793 ❖ 253.591.5220

APPLICATION FOR DESIGN REVIEW
COMMERCIAL AND MULTIFAMILY

Please include ALL of the following information with your application. Insufficient application materials will result in a delay in processing of your application. If you have any question regarding application requirements, or regulations and standards for historic buildings and districts, please call the Historic Preservation Officer at 253.591.5220.

PART 1: PROPERTY INFORMATION

Building/Property Name	_____		
Building/Property Address	_____		
Landmark or Conservation District	_____		
Applicant's Name	_____		
Applicant's Address (if different than above)	_____		
Applicant's Phone	_____	Applicant's Email	_____
Property Owner's Name (printed)	_____		
Property Owner's Address	_____		
Property Owner's Signature	_____		

**Application must be signed by the property owner to be processed. By signing this application, owner confirms that the application has been reviewed and determined satisfactory by the owner.*

APPLICATION FEE

Please see the fee schedule on page 2.

Estimated project cost: _____

Application fee enclosed (please make payable
to City of Tacoma): _____

The Landmarks Preservation Commission (LPC) is the designated review board to approve or deny proposed changes to designated historic buildings and districts. Review criteria are available at the Tacoma Department of Economic Development, Culture and Tourism Division (253) 591-5220 and on the city website. Information on standards and guidelines can be found in Tacoma Municipal Code 1.42 (Landmarks Preservation Commission) and 13.07 (Special Review Districts).

PART 2: INSTRUCTIONS

New Fee Schedule for 2006

On March 21, 2006 City Council approved a new general services fee schedule that includes new fees for design review and demolition review of historic buildings (Res. No. 36804). The new fees are as follows:

Estimated project cost (determined by applicant)	Application Fee
\$0 – 3500	\$100
Each additional \$1000	\$30
Signs and Awnings	\$100 flat fee
Maximum fee per review	\$2000
Application for Demolition	\$1500

General Tips for Modifications to Historic Buildings

- 1. First contact the proper permitting office to ensure your project is code compliant.** The Landmarks Preservation Commission generally cannot approve a project with pending variances or code waivers (contact the Historic Preservation Office for more information). Presubmittal conferences with Commercial Plan Review may be required for major projects and should occur prior to Landmarks Commission review of your project. **If variances are required for your project, contact the Historic Preservation Officer before submitting your application.** Variances that may affect the exterior design of the project must be resolved prior to Landmarks Commission review.
- 2. For complex projects, several design briefings to the Landmarks Commission may be necessary.** Contact the Historic Preservation Officer to discuss scheduling options. The Landmarks Commission generally meets twice per month. Sign applications and other simple design reviews generally do not require multiple visits.
- 3. Projects are evaluated using the Secretary of the Interior's Standards for Rehabilitation of Historic Buildings, and any applicable Historic District Design Guidelines (if the project occurs within a historic district).** Design Guidelines cover areas such as massing, scale, streetscape, signage, awnings and other design elements. Copies of Tacoma's guidelines are available at the Historic Preservation Office, or online at www.tacomaculture.org.

General Steps for Submitting Applications

- 1. Begin the application consultation process with Buildings and Land Use (BLUS) to identify code-compliance issues and required permits.**
- 2. For large projects, contact the Historic Preservation Office to determine an appropriate schedule for review.**

Architectural Review Committee: The Landmarks Commission has an Architectural Review Committee that can provide feedback for projects. The ARC consultation is a no-action preliminary review of projects scheduled on an as-needed basis or by applicant request. Though optional, it is HIGHLY recommended for large scale or complex projects to generate feedback from commissioners.

Preliminary Approvals: In some cases, it may be appropriate to apply for Landmarks Commission approvals in stages. For example, a final proposal for the building massing, configuration and size may be approved separately from the final finish materials and exterior design. Generally signs are approved post-occupancy, and require a separate application.

- 3. Submit 20 copies of completed application and APPLICATION FEE to:**

Historic Preservation Officer
747 Market Street, Room 1036
Tacoma, WA 98402-3793

PLEASE NOTE: The Landmarks Commission meets on the second and fourth Wednesdays of each month. Applications are due a MINIMUM of 2 weeks prior to the meeting date you are targeting, so please plan accordingly. Incomplete or missing information will delay consideration of your application.

PART 3: PROJECT SCOPE AND DESCRIPTION

Please use the space below to describe the project. Attach additional pages if necessary. All proposed changes must be included in this description. Please see NARRATIVE DESCRIPTION CHECKLIST (next page).

PART 4: APPLICATION CHECKLIST (For sign or awning applications, please go to PART 5).

General Requirements

Twenty copies of the application and all supporting documents for distribution

Property owner/manager consent

Check here to certify that you have contacted the Permit Counter to resolve any potential code or zoning issues with your project.

Check here to certify that there are NO PENDING APPLICATIONS FOR A VARIANCE related to this application. If there are any pending variances related to this application, you MUST notify the Historic Preservation Office.

Narrative Description Checklist

General overview of project, including quantities and dimensions of elements such as signs (i.e. "one proposed 24 X 60" sign, with 12" extruded plastic letters, to be located on the south façade sign band...)

LIST of features to be removed, replaced or added (*if application includes removal or replacement of material*)

Specification or product sheets for materials and finishes, if applicable

Program of work for large-scale or complex projects, if applicable (i.e. scope of work for masonry restoration and cleaning)

Attachments Plans and graphics submitted for permitting may be used for Landmarks Review if materials, products and finishes are clearly indicated on the plans.

Site plan/locational map INCLUDING adjacent buildings and streets (for any additions or new construction). *Note that Building and Land Use Services also often requires a site plan for a Building Permit. See Information Sheet B1 Site Plans (available at the Permit Counter).*

MEASURED floor plans, CLEARLY identifying new and existing features (if applicable)

MEASURED elevations, CLEARLY identifying new and existing features

Details of method(s) of attachment for signs, awnings and canopies (if applicable)

COLOR photographs of existing conditions (digital is fine as long as it is clear)

Other Requirements

Material and hardware samples (in some cases specification or cut sheets may suffice)

True color paint and/or finish samples, where required by ordinance

Part 5: SPECIAL REQUIREMENTS FOR SIGNS AND AWNINGS*

Instructions for Signs and Awning Applicants

Please include the following with your application:

- Twenty copies of the application cover sheet and narrative description (pages 1 and 2 of this form)
- Twenty copies of supporting attachments
- Graphic rendering of proposed sign (to scale with dimensions indicated, and including any conduits)
- Photograph of existing building
- Details of attachment
- Single set of material samples (if necessary)

Please answer the following questions (if applicable):

1. Are there existing signs on the building? _____
2. If so, will they be removed or relocated? _____
3. Sign Material _____
4. Sign Dimensions _____
5. Logo or typeface and letter size _____
6. Lighting Specifications _____
7. Describe the method of attachment and underlying material _____

*Please see TMC 13.07 for Guidelines for Signs and Awnings, or contact the Historic Preservation Office.

Please attach all required supporting documentation to this application, and submit it to:

Historic Preservation Officer
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