

Landmarks Preservation Commission
Tacoma Economic Development Department
Culture and Tourism Division



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

**APPLICATION FOR DESIGN REVIEW
FOR SINGLE FAMILY RESIDENTIAL PROPERTIES**

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 homes and neighborhoods, please call the Historic Preservation Officer at 253.591.5220.

PART 1: APPLICANT INFORMATION

House Address _____ Landmark/Conservation District (if applicable) _____

OWNER INFORMATION

Name (printed) _____ Email _____

Address (if different than above) _____ Phone _____

Homeowner's Signature* _____

**Application must be signed by the property owner to be processed.*

CONTRACTOR INFORMATION
If application will be presented by a representative or contractor, please fill in the following:

Representative's Name _____ Company _____

Address _____

Email _____ Phone _____

FOR OFFICE USE ONLY

PRELIMINARY PLAN CHECK DATE: _____

INITIALS CHECKED FOR BUILDING CODE*: _____

LAND USE/ZONING (IF APPLICABLE)*: _____

*PRELIMINARY PLAN CHECK IS NOT AN APPROVAL OF A PROJECT. A SEPARATE PERMIT APPLICATION MAY BE REQUIRED.

APPLICATION FEE (please see page 2)

Estimated Project Cost, rounded to nearest \$1000 _____

Application Fee Enclosed _____

PART 2: INFORMATION FOR APPLICANTS

NEW FEE SCHEDULE

On March 21, 2006 City Council adopted a new administrative fee schedule, which includes application fees for design review of historic properties (Res. No. 36804).

The following fees are based on estimated project cost and apply to design review for historic single family properties:

Project Cost	Fee
\$0 – 2000	\$50
Each additional \$1000	\$25
Maximum Fee per Application	\$500
Application for Demolition	\$1500
Signs and Awnings	\$100 flat fee

PLEASE NOTE:

1. Fees are required only once per application.
2. If an application is denied by the Landmarks Commission, and a new application is submitted for the same project, new fees may apply.
3. Demolition fees are applied to cover the cost of public hearings, but may not be required for the removal of certain accessory structures.

HOW TO USE THIS FORM

STEPS FOR APPLICANTS

1. **Review the Standards and Guidelines for Historic Buildings.** Many homeowners want to know whether their project will be approved by the Commission ahead of the meeting. The Landmarks Commission reviews projects according to design guidelines and the Secretary of the Interior's Guidelines for Rehabilitation. This information is available online at www.tacomaculture.org.
2. **Fill out this form in its ENTIRETY.**
3. **Find the correct checklist for your project, and submit the required supporting documentation.** Part 4 of this form outlines which checklist to use for your project. There are three checklists, but you only need to use one.
4. **Submit your application for preliminary review to the Buildings and Land Use Division (BLUS). The Plans Reviewer will initial and date the cover sheet of this application.** This ensures your application meets applicable codes and will avoid delays down the road. Your application will NOT be processed without this step.
5. **Make 20 copies of the final application and submit it to the Historic Preservation Office with the APPLICATION FEE.** The Landmarks Commission meets on the 2nd and 4th Wednesdays of each month, and applications are due to this office TWO WEEKS in advance. When your application has been scheduled for review, you will be notified.

WHERE TO GO:

Buildings and Land Use Division
City of Tacoma, Public Works Department
747 Market Street, 3rd Floor
253-591-5030

Historic Preservation Officer
City of Tacoma, C.E.D.D.
747 Market Street, Room 1036
Tacoma, WA 98402-3793
253-591-5220

PART 3: PROJECT DESCRIPTION

Please describe below the overall scope of work, including all proposed new construction, changes to existing buildings, and any elements to be removed and replaced. *(For complex remodeling projects, it may be beneficial to divide the description into different areas [north façade, west façade] or by type of work [windows, doors, siding]).*

Attach additional pages if needed.

PART 4: SUPPLEMENTS

How to Use This Table

The following is a table of common projects divided into Categories. For each Category of work there is a corresponding **checklist** designed to help you include the information required for your application.

Find the type of work you are proposing, and download the corresponding checklist to attach to your application.

Checklists are available from the Historic Preservation Office, and on our website at www.tacomaculture.org/historic.asp

If you have any questions regarding what information should be included in your application, please call the Historic Preservation Office at 253-591-5220.

NOTE: ONLY USE ONE CHECKLIST

<input type="checkbox"/> Use Checklist A for:	Detached garages New porches Decks Additions Foundations Other Major Work (call the Historic Preservation Officer with questions)	p. 5
<input type="checkbox"/> Use Checklist B for:	Siding Roofing New window or door openings Other Minor (For example, chimney restoration)	p. 6
<input type="checkbox"/> Use Checklist C for:	Windows (replacement or restoration of existing) Doors (replacement or restoration of existing)	p. 7

RESIDENTIAL APPLICATION CHECKLIST A

(For Garages, Porches, Decks, Additions, Foundations and other Major Projects)

CHECKLIST to include the following:*

<input type="checkbox"/>	Accurate Measured Site Plan (which shows ridgelines and dormers of <u>existing</u> and <u>new</u> buildings)
<input type="checkbox"/>	Accurate Measured Elevation Drawings (all sides, with dimensions, siding materials, windows, and doors indicated)
<input type="checkbox"/>	Photograph(s) of Site and surrounding area
<input type="checkbox"/>	Detail illustrations of trim, casing, balusters, posts and railings (if applicable)
<input type="checkbox"/>	Material samples (ie. stained glass, or if proposing uncommon material)
<input type="checkbox"/>	Paint samples (from hardware store)

In addition to the above, please provide the following information:

Size of new construction (footprint, i.e. 22 X 30'):	_____
Overall height and pitch of roof (for new buildings):	_____
Exterior cladding material(s):	_____
Window types and materials:	_____
Door types and materials:	_____
Window trim (attach drawings, catalog sheets, etc. if necessary):	_____
Roof Material:	_____

*ADDITIONAL TIPS

- *Drawings required for building permits can often be used for Landmarks Review, as long as information regarding finish detail, exterior materials, and windows and doors are indicated.*
- *For information about drawing site plans, please refer to BLUS Publication B1, Site Plan*
- *Elevations should be scale drawings and should include dimensions, heights, window and door locations, eave overhangs, trim details, and the locations of materials and other elements.*
- *Please include a photograph of existing house (for new garages if the new garage is to match any existing features of the house)*
- *For structures within the North Slope Historic District, refer to the North Slope Design Guidelines for more information about design. Contact the Historic Preservation Officer for more information.*

RESIDENTIAL APPLICATION SUPPLEMENT CHECKLIST B (For New Siding, Roofing, and Window and Door Openings)

CHECKLIST to include the following:*

<input type="checkbox"/>	Elevation drawings (if new windows or doors are to be added where there no existing ones)
<input type="checkbox"/>	Photograph(s) of work area(s)
<input type="checkbox"/>	Detail illustrations of trim and casing
<input type="checkbox"/>	Material samples (if proposing uncommon or new to market material)
<input type="checkbox"/>	Paint samples (from hardware store if applicable)

In addition to the above, please provide the following information:

Proposed Material(s):	_____
Window types and locations:	_____
Exterior cladding material(s):	_____

***ADDITIONAL TIPS**

- *Drawings required for building permits can often be used for Landmarks Review, as long as information regarding finish detail, exterior materials, and windows and doors are indicated.*
- *Elevations should be scale drawings and should include dimensions, heights, window and door locations and trim details.*
- *Please include a photograph of existing examples (if the new features are to match any existing features of the house)*
- *For structures within the North Slope Historic District, refer to the North Slope Design Guidelines for more information about design. Contact the Historic Preservation Officer for more information.*

RESIDENTIAL APPLICATION SUPPLEMENT CHECKLIST C (for Window and Door Replacement and Restoration)

CHECKLIST include the following:*

<input type="checkbox"/>	Photograph(s) of work area(s) with locations of work indicated (i.e. in pen)
<input type="checkbox"/>	Detail illustrations of trim and casing and window profiles
<input type="checkbox"/>	Catalog cut sheets or product samples

In addition to the above, please provide the following information:

Narrative list of window and door types and locations: _____
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***ADDITIONAL TIPS**

- *Drawings required for building permits can often be used for Landmarks Review, as long as information regarding finish detail, exterior materials, and windows and doors are indicated..*
- *Please include a photograph of example elements (if new windows or doors are to match any existing features of the house)*
- *For structures within the North Slope Historic District, refer to the North Slope Design Guidelines for more information about design. Contact the Historic Preservation Officer for more information.*