Landmarks Preservation Commission
Community and Economic Development Department

Tacoma

General Application Guidelines for Changes to Landmarks

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.
2. **If code 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 generally must be resolved prior to Landmarks Commission review.
3. **Review the Historic Standards:** 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.
    - There are Design Guidelines for the Downtown Area and the North Slope Historic District.
    - Copies of Tacoma 's guidelines are available at the Historic Preservation Office, or online at www.tacomaculture.org/historic/resources.asp
4. **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.
5. **Drawings submitted for permits may be used for Landmarks Commission review**, as long as they contain sufficient exterior finish detail. Renderings, sight line drawings, and photographs may be necessary to complete your application.
6. **Too much information is better than not enough**. The Landmarks Commission must be able to determine EXACTLY what the finished project will look like.
7. **Professional consultants are highly recommended for major projects**. The Washington State Department of Archaeology and Historic Preservation maintains a list of qualified historic preservation designers and architects, at www.dahp.wa.gov. Recommendations are also another good way to locate professional services.

General Steps for Submitting Applications

1. Complete applications and the application fee are due to the Historic Preservation Office a minimum of 14 days before the meeting. The Commission meets on the 2nd and 4th Wednesdays of the month.
2. Begin the application consultation process with Buildings and Land Use (BLUS) to identify code-compliance issues and required permits. If there are no code conflicts, submit your application to the Historic Preservation Office.

3. When your application is submitted, staff will review the application for completeness. If it is complete, it will be scheduled for the next available meeting. If incomplete, a notice will be sent to you describing what items are missing.

   Common missing items include:

   - Inadequate description of changes in narrative. ALL changes proposed should be listed on the application.
   - Graphics: photographs of existing conditions, SCALE drawings of all proposed changes, and DETAIL drawings (such as lighting, sign attachments, etc) should accompany the application.

4. For large or complicated projects, contact the Historic Preservation Office to determine an appropriate schedule for review. Preliminary guidance from the Commission may be helpful for complex projects.

   - 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.
   - 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.

FEE SCHEDULE

The fee schedule is as follows:

Design Review

1. $25 per $1000 of estimated project cost (to be determined by applicant)
2. Minimum charge per review is $25
3. Maximum charge per review: for commercial projects $2000; for residential projects: $500

Submit 20 copies of completed applications 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.

Historic Preservation staff is available for consultation BY APPOINTMENT. Please call 253-591-5220 or email reuben.mcknight@cityoftacoma.org.