



6000 Main St. SW, Lakewood, WA 98499

Phone: (253) 512-2261

Landmarks & Heritage Advisory Board

Application for Certificate of Appropriateness

Number Required:	Description of Required Documents:	Required:
1 original 8 copies	Completed Certificate of Appropriateness Application	A
8	Detailed Description of Proposed Work	A
3	Full Size Site Plan	M
8	Reduced Site Plan	M
8	Reduced Size Architectural Drawings	A
3	Full Size Architectural Drawings	A
8	Statement of Reason for Demolition	M
8	Sets of Photographs	A
8	Tree Preservation Plan	M

A=Always required.

M=May be required.



Application for Certificate of Appropriateness

APPLICATION # (FOR OFFICE USE ONLY): _____

NAME OF LANDMARK: _____

ADDRESS/LOCATION: _____

PROPOSED USE: _____ **ZONE:** _____

PIERCE COUNTY PARCEL NUMBER (S): _____

APPLICATION IS FOR:

____ Type I: For restorations and major repairs which utilize in-kind materials.

____ Type II: For alterations in appearance, replacement of historic materials and new construction.

____ Type III: For demolition, moving and excavation of archaeological sites.

APPLICANT: (mandatory)

Name: _____ Daytime Phone: _____

Mailing Address: _____

Email Address: _____ Professional License No: _____

Signature: _____ Contact Person: _____

AGENT/ CONSULTANT/ ATTORNEY: (mandatory if primary contact is different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____

Email Address: _____ Professional License No: _____

PROPERTY OWNER 1: (mandatory if different from applicant)

Name: _____ Daytime Phone: _____

Mailing Address: _____ Email Address: _____

City/State/Zip: _____ Signature: _____

PROPERTY OWNER 2: (if more than two property owners attach additional info/signature sheets)

Name: _____ Daytime Phone: _____
Mailing Address: _____ Email Address: _____
City/State/Zip: _____ Signature: _____

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we constitute all of the legal owners of the property described above and designate the above parties to act as our agent with respect to this application.

OFFICE USE ONLY:

DATE APPLICATION RECEIVED: _____ RECEIVED BY: _____

DATE APPLICATION COMPLETE: _____ COMPLETENESS REVIEW BY: _____

The Landmarks and Heritage Advisory Board (LHAB) is the designated review board to approve or deny proposed changes to designated historic buildings and districts. Guidelines used in the review of an application (the Secretary of the Interior's Standards for Rehabilitation) are attached. To ensure that your application has considered all the potential impacts to the property or district, please contact the LHAB staff in the Community Development Department prior to finalizing your application. Staff can provide information on tax relief programs, technical assistance, and information on other regulations. Call (253) 512-2261 for further information.

The LHAB will schedule completed applications for the next available meeting. The LHAB meetings are held on the fourth Thursday of each month, at 6:00 p.m. in the Executive Conference Room, third floor of City Hall, 6000 Main Street SW. **Required copies of the application and supporting materials for review should be received by the LHAB staff fourteen (14) days prior to the Board's regular meetings. The owner, applicant and/or their authorized representative should be sure to attend the LHAB meeting to answer questions about the project and hear the LHAB deliberations on the proposal/application.**

The applicant will be sent a letter containing the findings of the commission ten (10) days after the Landmarks and Heritage Advisory Board meeting at which any action was taken.

THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION, AS APPLICABLE TO THE PROPOSED PROJECT, WHEN SUBMITTING AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS:

- A. The completed original application form and eight (8) additional copies, making sure that all of the required signatures have been obtained.
- B. Eight (8) copies of a detailed description of the proposed work and any changes that it will make to the landmark building or property, and how the proposed work meets the Secretary of the Interior's Standards for Rehabilitation (see attached).
- C. Three (3) sets of full size scaled drawings with all dimensions shown of:
 - 1. A site plan of existing conditions, showing adjacent streets and buildings and a site plan showing proposed changes;
 - 2. A landscape plan showing existing features and plantings, and another landscape plan showing proposed site features and plantings.
- D. Eight (8) sets of photographs of any existing features that would be altered and photographs showing the context of those features such as the building facade where they are located. The photographs must clearly show these features.
- E. Eight (8) copies of a tree retention plan in accordance with Community Development Department Handout #5, if significant trees exist on the site.
- F. Three (3) full size copies of architectural drawings illustrating colored building elevations, and showing and specifying:
 - 1. A floor plan showing the existing features and a floor plan showing the proposed new features or changes;
 - 2. Elevations and sections of both the proposed new features and the existing features;
 - 3. Construction details;
 - 4. The location and type of any existing or proposed lighting to be placed on the building;
 - 5. The materials and exterior finishes to be utilized for the building, windows, roofing, awnings, paving and trim. Samples may also be required to be furnished upon request;
 - 6. The architectural details and decorative trim;
 - 7. The colors to be used for all exterior surfaces;
 - 8. Any artwork or other decorative design features.
- G. Eight (8) reduced copies (8 ½" x 11") of the site plan (Section C above) and architectural drawings (Section F above).

H. If the proposal includes demolition of a structure or object:

1. A statement of the reason(s) for demolition;
2. A description of the replacement structure or object.

ALL LARGE MAPS MUST BE FOLDED TO FIT INTO A 10" x 13" ENVELOPE WITH THE APPLICATION NAME OF THE PLAN SHOWING.

Additions or Modifications to Landmarked Buildings

In addition to drawing and photographs, please identify the following:

Describe what modifications are being made to the landmark building.

Do these modifications meet the requirements of the Secretary of the Interior's Standards for Rehabilitation? (see attached.) Explain how the project follows these guidelines.

If the project does not follow the Secretary of the Interior's Standards for Rehabilitation, explain why you are unable to do so.

Secretary of the Interior's Standards for Treatment of Historic Properties

Standards for Rehabilitation

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Standards for Restoration

Restoration is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

1. A property will be used as it was historically or be given a new use that interprets the property and its restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.
4. Materials, features, spaces and finishes that characterize other historical periods will be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed.

Standards for Preservation

Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Standards for Reconstruction

Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.

3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.