



### Certificate of Appropriateness Application Instructions

A complete Certificate of Appropriateness Application must include the cover sheet, a complete project description and photographs as described in detail below.

**Project Description** The project description consists of a written description of the proposal accompanied by photographs and/or drawings illustrating the present condition and proposed alterations to a landmark property. The project description should discuss in detail any proposed alterations or additions to any element of a landmark property identified as a feature of significance in the designation report.

The features of significance vary for each landmark property, but most often include all of the building exterior, highly distinctive portions of the interior, outbuildings, elements of the landscape, and/or the site itself. [To verify the what elements of a project should be discussed in the application, contact Todd Scott, Design Review Coordinator at 206-477-4545] For each feature of the landmark affected by the proposed project:

- Describe the location and current condition of the feature (reference photographs). Provide information about the original design and materials of the feature, if known, including the date of construction. Historic photographs may be helpful in determining the original appearance.
- Describe proposed alterations (reference photographs/drawings). Discuss the reason for the proposed intervention and reason for selecting proposed alternative.
- Provide specific information about materials i.e. metal roofing, paint colors, or plantings, which are proposed for use in the restoration/rehabilitation project. Include samples or specifications.

The application **must also include photographs, drawings, and/or color photocopies**, which clearly illustrate the existing conditions and the proposed work.

A sample project description is included on the back of this page for reference.

**Application  
Deadline**

Applications for Type II projects, which must be formally reviewed by the Design Review Committee, need to be received by **noon** on the first Thursday of the month to ensure placement on the upcoming agenda for the monthly Design Review Committee meeting which is generally held on the second Thursday of each month. Applications for Type I projects will be reviewed by Historic Preservation Program Staff within ten days of receipt.

Return completed application to: [ssteen@kingcounty.gov](mailto:ssteen@kingcounty.gov) or

**Landmarks Coordinator  
Historic Preservation Program  
201 S. Jackson, Suite 700  
Seattle, WA 98104**

**Please Note: Applicants are encouraged to confer with the program staff or the Design Review Committee prior to submitting an application. To schedule an appointment or discuss your anticipated project, please contact Sarah Steen at (206) 477-7976.**

## **Sample Project Description**

*(Photographs, drawings, and samples  
are referenced but not attached here)*

**Property:** Old County Farmhouse, 1905

**Project Summary:** Restoration of front porch; repainting of the entire structure.

*Porch:*

Present condition: The porch presently consists of an asphalt shingle roof supported by wrought-iron posts. The wooden porch floor is also deteriorated. The porch is presently in disrepair and pulling away from the main structure. (Photographs 1-5) The current porch reflects alterations which occurred sometime after 1940. The configuration of the original porch, is revealed by the 1940 tax assessor's photograph, as well as earlier photographs. The historic photographs reveal that the porch originally had four turned wooden posts supporting a hipped, wood shingle roof. (Photographs 6-8).

Proposed work: Restoration of the original porch using a design based on historic photographs (Drawing 1). Preliminary investigation of the porch roof indicates that the original framing is still in place; however the wood has suffered severe water damage due to leaks in the porch roof, and may need to be replaced.

*Painting:*

Present condition: The house, last painted over 20 years ago, is presently white. Field examination indicates that the home was originally gray with beige trim and window surrounds. The window muntins were painted black. The colors of the original porch cannot be verified, but we believe that the porch paint scheme most likely matched the house.

Proposed work: Repaint the house in the original color scheme, using paints indicated on the enclosed samples. The porch posts and brackets will be painted beige to match the trim on the house. The porch floor will be painted a slightly darker gray than the main structure.



## LANDMARKS COMMISSION

### Certificate of Appropriateness Application

SUBMITTAL DATE:

DATE RECEIVED:

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**Property Name:**

Address:

City:

**Applicant:**

Address:

City:

State:

Zip:

Phone:

Email:

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**Owner:**

Address:

City:

State:

Zip:

Phone:

Email:

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**Is the project likely to receive Federal or State financial assistance?**

If so, please indicate the source:

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**Does the project require a building permit?**

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**Project Summary:** Please describe the project in detail on a separate sheet. Refer to the COA instructions sheet for additional submittal requirements.

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# LANDMARKS COMMISSION

Certificate of Appropriateness Application

## **PROJECT SUMMARY:**