



The City of Seattle

Ballard Avenue Landmark District Board

Mailing Address: PO Box 94649 Seattle WA 98124-4649
Street Address: 700 5th Ave Suite 1700

APPLICATION FOR CERTIFICATE OF APPROVAL

Date Submitted: _____

Business Name: _____

Business Address: _____

Building Name: _____

Applicant/Owner's Name: _____ Phone # _____

Mailing Address: _____ City/Zip Code: _____

Applicant Representative: _____ Phone # _____

Representative Address: _____

Email Address: _____

• Approval Requested for:

- Street Use Permit Sign(s) Other-Specify
- Colors New Construction [] _____
- Facade Alteration Demolition

• Certificate of Approval Fee: _____ Date Paid: _____
(Made payable to City of Seattle)

• Completed description of proposal (use more space if necessary):

- Applicant signature: _____ Date: _____
- Property owner's signature/consent: _____ Date: _____
- Property owner's name (printed): _____
- Property owner's mailing address: _____

Contact the Ballard Avenue Landmark District Board Coordinator at 684-0229 for questions related to completing the application.

APPLICATION INSTRUCTIONS

- Fill out the application form completely. For Board members to properly act on a Certificate of Approval request, they require an accurate and thorough understanding of the proposal. **Incomplete applications will not be scheduled for Board review.** If you have questions, please call the Board Coordinator, at 684-0227.
- Submit the completed application form and all documentation needed to clearly understand the proposal (see below) along with the application fee (see below) to Board staff.
- Determination of Completed Application: The Director of the Department of Neighborhoods shall determine whether an application is complete and shall notify the applicant in writing within twenty eight (28) days of the application being filed whether the application is complete or that the application is incomplete and what additional information is required before the application will be complete. Within fourteen (14) days of receiving the additional information, the Director of the Department of Neighborhoods shall notify the applicant in writing whether the application is now complete or what additional information is necessary. An application shall be deemed to be complete if the Director of the Department of Neighborhoods does not notify the applicant in writing by the deadlines in this section that the application is incomplete. A determination that the application is complete is not a determination that the application is vested.

The determination of completeness does not preclude the Director of the Department of Neighborhoods or the Board from requiring additional information during the review process if more information is needed to evaluate the application according to the criteria in this Chapter and in any rules adopted by the Board, or if the proposed work changes. For example, additional information that may be required could include a shadow study or a traffic study when new construction is proposed.

- Applicants will receive a copy of the agenda for the meeting in which their proposal will be reviewed. Applicants must attend these meetings for their application to be considered.
- Do not make any changes, repairs, install signs, etc. without having Board approval.

FEE INFORMATION

- SMC 22.90IT requires that an application fee be charged for each review for a Certificate of Approval. The fee is determined by the dollar value of the proposed project:
 1. Design Approval
 - \$0 - 1,500 of construction costs.....\$10.00
 - Each additional \$5,000 of costs.....\$10.00
 - (Maximum fee per review.....\$1,000.00)
 2. Street Use Approval.....\$10.00

Estimate the construction costs, calculate the fee and make checks payable to the City of Seattle.

REQUIRED DOCUMENTATION

The following information must be provided for a Certificate of Approval Application to be complete. Not all sections may apply to your application, however. Please contact the Board Coordinator at (206) 684-0229 for more information.

STREET USE APPROVAL: Includes sidewalk cafes, vending carts, and temporary structures.

1. A detailed description of the proposed work, including:
 - A. Any changes that will be made to the building or site;
 - B. Any effect that the work would have on the public right-of-way or other public spaces;
 - C. Any new construction;
 - D. Any proposed use, change of use, or expansion of use;

2. Four (4) sets of scale drawings, with all dimensions shown of:
 - A. A site plan of existing conditions, showing adjacent streets and buildings, and, if the proposal includes any work in the public right-of-way, the existing street uses, such as street trees and sidewalk displays, and another site plan showing proposed changes to the existing conditions;
 - B. Elevations and sections of both the proposed new features and the existing features;
 - C. Construction details;
 - D. A landscape plan showing existing features and plantings, and another landscape plan showing proposed site features and plantings;

3. Photographs of any existing features that would be altered and photographs showing the context of these features, such as the building facade where they are located;

4. One (1) sample of proposed colors, if the proposal includes new finishes or paint, and an elevation drawing or a photograph showing the location of proposed new finishes or paint;

5. If the proposal includes replacement, removal, or demolition of existing features, a survey of the existing conditions of the features that would be replaced, removed, or demolished;

DESIGN APPROVAL: Includes any exterior alterations to buildings, sites, or rights-of-way.

1. A detailed description of the proposed work, including:
- A. Any changes that will be made to the building or site;
 - B. Any effect that the work would have on the public right-of-way or other public spaces;
 - C. Any new construction;
 - D. Any proposed use, change of use, or expansion of use;
2. Four (4) sets of scale drawings, with all dimensions shown of:
- A. A site plan of existing conditions, showing adjacent streets and buildings, and, if the proposal includes any work in the public right-of-way, the existing street uses, such as street trees and sidewalk displays, and another site plan showing proposed changes to the existing conditions;
 - B. A floor plan showing the existing features and a floor plan showing the proposed new features;
 - C. Elevations and sections of both the proposed new features and the existing features;
 - D. Construction details;
 - E. A landscape plan showing existing features and plantings, and another landscape plan showing proposed site features and plantings;
3. Photographs of any existing features that would be altered and photographs showing the context of these features, such as the building facade where they are located;
4. One (1) sample of proposed colors, if the proposal includes new finishes or paint, and an elevation drawing or a photograph showing the location of proposed new finishes or paint;
5. If the proposal includes replacement, removal, or demolition of existing features, a survey of the existing conditions of the features that would be replaced, removed, or demolished;
6. If the proposal includes demolition of a structure or object:
- A. A statement of the reason(s) for demolition; and
 - B. A description of the replacement structure or object and the replacement use.

SIGNAGE, AWNINGS, OR EXTERIOR LIGHTING:

1. [] A detailed description of the proposed work, including:
 - A. [] Any changes that will be made to the building or site;
 - B. [] Any effect that the work would have on the public right-of-way or other public spaces;
 - C. [] Any new construction;
 - D. [] Any proposed use, change of use, or expansion of use;
2. [] Four (4) sets of scale drawings of proposed signage or awnings, showing the overall dimensions, material, design graphics, typeface, letter size, and colors;
3. [] Four (4) sets of a plan, photograph or elevation drawing showing the location of the proposed awning, sign or lighting;
4. [] Four (4) copies of details showing the proposed method of attaching the new awning, sign, or lighting;
5. [] The wattage and specifications of the proposed lighting, and a drawing or picture of the lighting fixture; and
6. [] One (1) sample of proposed sign colors or awning material and color.

Preliminary Design

An applicant may make a written request to submit an application for a Certificate of Approval for a preliminary design if the applicant waives in writing the deadline for a Board decision on the final design and any deadlines for decision on related permit application under review by the Department of Construction of Land Use. The staff may reject the request if it appears that approval of a preliminary design would not be an efficient use of staff or Board time and resources, or would not further the goals and objectives of SMC Chapter 25.16. To be complete, an application for preliminary design must include the information listed on the cover page of the application and in the Design Approval Section 1., 2.A.-C.; 3., 5 and 6. *A Certificate of Approval that is granted for a preliminary design shall be conditioned upon subsequent submittal and Board approval of the final design, including all of the information listed above in the Design Approval Section and also listed in SMC Chapter 25.16.080 Subsection A.2., prior to issuance of permits for any work.*