



The City of Seattle

International Special Review District

Mailing Address: PO Box 94649, Seattle WA 98124-4649
Street Address: 600 4th Avenue, 4th Floor

GENERAL INFORMATION

CERTIFICATES OF APPROVAL

Certificates of Approval are official notices of approval issued by the International Special Review District Board and the Director of the Department of Neighborhoods. They are required before the City will issue permits for work resulting in any change to the exterior appearance of any International Special Review District structure, including facade alterations, new construction, demolition or remodeling. They also are required before building use, street use or sign permits will be issued. In addition, Certificates of Approval are required for work that normally would not require a permit, such as minor exterior remodeling and painting. All new signs require Board review and approval.

Repair-in-Kind: If the work you want to do involves ONLY repair using the same materials and exact same details and finishes, then a Certificate of Approval is not required. However, Board staff must be notified when you are planning in-kind maintenance or repair prior to undertaking the work.

WHY CERTIFICATES OF APPROVAL ARE REQUIRED

The International Special Review District was established by City Ordinance 102455 in 1973. This Ordinance attempts to protect the historic and ethnic character of the District through land use and design controls administered by the International Special Review District Board, a seven-member citizen advisory board that has five members elected by the community and two appointed by the Mayor and confirmed by City Council. Any of the changes listed above require review by the Board which makes a recommendation to the Director of the Department of Neighborhoods. The attached map shows the boundaries for the Special Review District.

THE PROCESS

Board Review: Board review may involve one review of a final proposal, but for larger, more complex proposals, Board review will occur during the conceptual, design development and final "working drawings" stages of the project. The Board uses its regulations and guidelines to evaluate proposals. It then makes recommendations to the Director of the Department of Neighborhoods as to whether a Certificate of Approval should be issued, issued with conditions, or denied.

Environmental Review: is generally required for larger scale projects, and usually consists of review of an "environmental checklist." Check with Board staff about the need for this review.

Board Meetings: are held on the 2nd and 4th Tuesdays of each month at the Bush Asia Center, 409 Maynard Avenue South. The meeting time is 4:30 p.m. in the basement meeting room. Meetings are conducted in accordance with the City's Administrative Code.

SCHEDULING FOR BOARD REVIEW

In order to have a proposal reviewed by the Board, the application form, all required documentation and any applicable fees must be submitted to the Board staff. Please see attached Application Instructions for timelines and information about

**Administered by The Historic Preservation Program
The Seattle Department of Neighborhoods**

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determination of a completed application. Once the Board staff has determined that your application is complete, your proposal will be placed on the agenda for review at the Board's next regularly scheduled meeting.

ASSISTANCE

Copies of pertinent guidelines, procedures, development regulations, and other information are available for download on the Historic Preservation Program's website, <http://seattle.gov/neighborhoods/preservation/id.htm>. You may request a hard copy by contacting the Board Coordinator at the Department of Neighborhoods, Seattle City Hall, 600 4th Avenue, 4th Floor, PO Box 94649, Seattle, Washington 98124-4649. Phone Number: 684-0226.

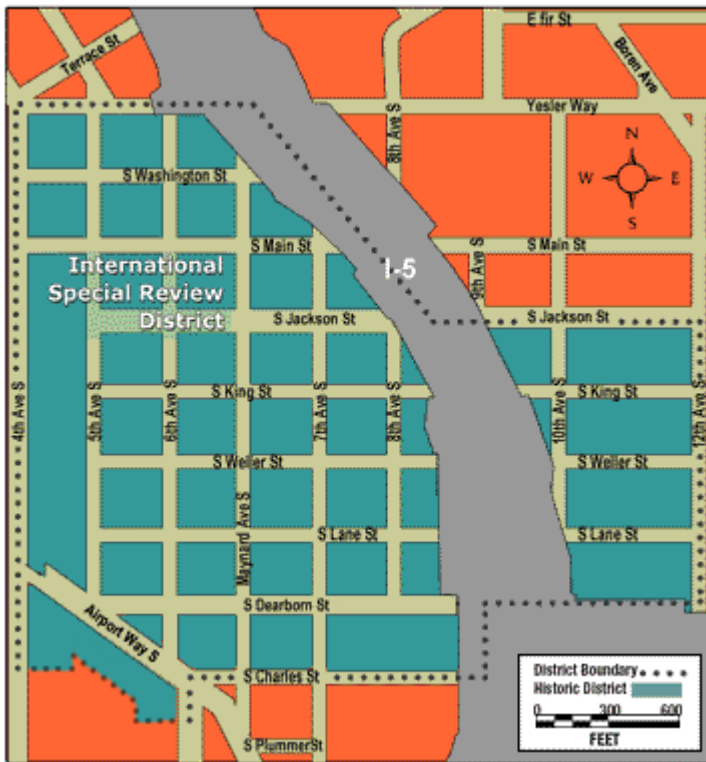
REVISIONS TO PLANS, EXPIRATION OF CERTIFICATES

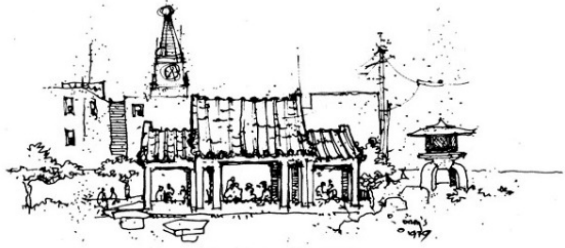
Work must occur exactly according to approved plans. ANY revisions, omissions or additions to plans must be reviewed by the Board prior to execution. Unless specified otherwise, work approved under any Certificate of Approval must be completed within eighteen (18) months of the date of issue. If work has not been completed within eighteen months, the Certificate becomes null and void.

APPEAL PROCEDURE

Any interested person may appeal a decision of the Board to the City Hearing Examiner. The appeal and a copy of this decision must be filed with the Hearing Examiner's Office at 700 5th Avenue, Suite 4000, Seattle, WA 98124 before 5:00 p.m. on the fourteenth (14th) day following the date of issuance of this certificate, and must be accompanied by a \$85.00 filing fee in the form of a check payable to the City of Seattle. Appeals must be in writing and must clearly state objections to the decision. A copy of the appeal shall also be served upon the Department of Neighborhoods Director, Seattle City Hall, 600 4th Avenue, 4th Floor, PO Box 94649, Seattle, Washington 98124.

MAP of the INTERNATIONAL SPECIAL REVIEW DISTRICT





The City of Seattle

International Special Review District

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APPLICATION FOR CERTIFICATE OF APPROVAL

Please read the attached Application Instructions and General Information Section carefully before completing the application form. **IMPORTANT NOTE: ALL ITEMS MUST BE COMPLETED OR THE APPLICATION CANNOT BE CONSIDERED BY THE BOARD FOR REVIEW.**

Date Submitted: _____

Business/Property Name: _____

Business/Property Address: _____

Building Name: _____

Applicant/Owner's Name: _____ Phone # _____

Mailing Address: _____ City/Zip Code: _____

Applicant Representative: _____ Phone # _____

Representative Address: _____ E-mail _____

• Approval Requested for:

Change of Use

Sign(s)

Street Use Permit

Colors

New Construction

Other-Specify _____

Facade Alteration

Demolition

• Certificate of Approval Fee: _____ Date Paid: _____
(Cash or Check made payable to City of Seattle)

• Completed description of proposal (attach a separate page if necessary):

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

*Contact the International Special Review District Board Coordinator at 206-684-0226
if there are any questions regarding this 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 684-0226.

- Submit a hard copy of the completed application form and hard copies of 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 should attend the meeting. Please contact the Board Coordinator if you can not attend.

- You should not make any changes, repairs, install signs, etc. without having Board approval.

FEE INFORMATION

SMC 22.900G.010 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 (Maximum fee per review...\$1,000.00)
 \$0 - 1,500 of construction costs.....\$10.00
 Each additional \$5,000 of costs.....\$10.00
2. Use approval.....\$10.00
3. 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:

CHANGE OF USE APPROVAL: Includes any proposed new use, change of use, or expansion of use.

1. Four (4) sets of floor plans drawn to scale for the building and/or particular space involved.
2. A detailed description of the proposed use.

Note: Any proposed use or change of use must comply with both the underlying zoning and the International Special Review District ordinance and guidelines. State Environmental Policy Act (SEPA) review may be required to establish a new use or change use.

STREET USE APPROVAL: Includes street furniture, sidewalk displays or 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. Clearly printed 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 (scanned images and dark or blurry photographs may not be accepted);
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. Clearly printed 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 (scanned images and dark or blurry photographs may not be accepted);

4. One (1) sample of proposed colors and materials, 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;
 - E. Calculation of the linear street frontage where the sign or awning will be located.
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, clearly printed photograph or elevation drawing showing the location of the proposed awning, sign or lighting (scanned images and dark or blurry photographs may not be accepted);
 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 or awning material and color(s).

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 and Inspections. 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 23.66. 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. 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 subsection B, prior to issuance of permits for any work.*

Revised February 2016