The City of Seattle

Pike Place Market Historical Commission

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

APPLICATION FOR CERTIFICATE OF APPROVAL

Business Name:

_____

Business Address:

_____

_____

Business Phone:_____

Building Name:

_____

Square Footage:_____

Landlord/Building Owner Name & Address:

_____

_____

_____

_____

Landlord/Building Owner Phone & Email:

_____

Applicant Name:

_____

Applicant Address:

_____

_____

Contact Phone:_____

Applicant Signature:

_____

Applicant Email Address:

_____

Date Submitted:_____

Best Way To Contact Applicant: ☐ Phone ☐ Email

STAFF REVIEW TIME REQUIRED

Administered by The Historic Preservation Program
The Seattle Department of Neighborhoods
"Printed on Recycled Paper"

Per SMC 25.24.060 B. 3: The staff 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 staff 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 staff 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.

[ ] USE (Not applicable to applications for design changes only)

1. Check all boxes that apply:

[ ] New business
[ ] Expansion of use
[ ] Temporary use
[ ] Change of location
[ ] Increase business area
[ ] Change of use for existing business
[ ] Change of ownership
[ ] Change in ownership structure
[ ] Street use/right of way

2. Current use/vacancy information, if applicable:

3. Provide a detailed description of the proposed merchandise or service to be provided.
The description should include any proposed use, change of use, expansion of use, change of ownership or location, increase in business area. Also describe any effect the proposed use would have on the public right-of-way, if applicable. Attach additional sheets if necessary.

Proposed business hours:

4. <u>New businesses/changes in ownership only</u>: Please complete Page 3.

5. Provide a site plan showing location of business.

6. Landlord Consent (signature): _____

7. Fee ($10.00 check made payable to the City of Seattle, per SMC 22.901T)

4. Written description of ownership interest and role in the business operation:

1) Changes to existing business ownership structure only: List all existing owners and their roles in the business operation.

2) Describe the type of proposed ownership of the business (sole-proprietor, corporation, etc.).

3) What percentage in the corporation, LLC, etc. does each owner own?

4) Describe any financial affiliations of all the prospective owners with an existing business or businesses, including any other retail locations. If there are no affiliations, write "none".

5) Provide a copy of documentation listing all proposed owners of the business, such as a copy of your completed City of Seattle business license application, State of Washington Master Business License application, or Annual Report (filed with Secretary of State). *Note: Sole proprietors do not need to submit this documentation.*

6) State the role of each owner in the operation of the business, including which owner or owners will be onsite regularly at the business.

Attach additional sheets if necessary.

[ ] DESIGN (For signs, remodeling, interior and facade alterations)

1. Provide a detailed written description of the proposed work

The description should include any changes that would be made to the building or site (including ceiling or floor for interior work), any effect the work would have on the public right-of-way or public spaces, and any new construction. Also describe furnishings, equipment or displays that will be installed or changed. Attach additional sheets if necessary.

2. Photographs:

Provide clear photographs of:

a. Any existing features that would be altered;

b. The context of those features, such as the building facade where they are located;

3. Construction/Demolition and Replacement:

Provide four (4) sets of scale drawings, with all dimensions shown, of the following:

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;

c. A floor plan showing the proposed new features;

d. Elevations and sections of both the existing features and proposed new features; Note: in some cases photos may suffice; contact the Commission Coordinator at (206) 684-0229 for more information.

e. Construction details;

f. A landscape plan showing existing features and plantings, and another landscape plan showing proposed site features and plantings.

If the proposal includes demolition of a structure or object, provide the following:

a. A statement of the reason(s) for demolition;

b. A description of the replacement structure or object, and the replacement use;

If the proposal includes replacement, removal, or demolition of existing features, provide the following:

a. A survey of the existing conditions of the features that would be replaced, removed, or demolished.

4. Finishes:

Provide the following:

a. One (1) sample* of proposed colors, if the proposal includes new 1) finishes (including laminates, carpets); 2) fixtures; 3) furniture, or 4) paint;

b. An elevation drawing or photograph showing the location of proposed new finishes, fixtures, furniture, or paint.

*Please provide clear photograph(s) of the colors and material samples with your application, but bring the actual samples to the Design Review Committee and Commission meetings. You are able to keep the samples.

5. Awnings, Lighting and Signage:

If the proposal includes new exterior awnings, lighting, or signage, provide the following:

a. Four (4) sets of scale drawings of proposed signage or awnings, showing the overall dimensions, material, design graphics, typeface, letter size, and colors;

b. Four (4) sets of a plan, photograph, or elevation drawing showing the location of the proposed awning, sign, or lighting;

c. Four (4) copies of details showing the proposed method of attaching the new awning, sign, or lighting;

d. The wattage and specifications of the proposed lighting, and a drawing or picture of the lighting fixture;

d. One (1) sample of proposed sign colors or awning material and color (see note at the bottom of section 4. Finishes regarding colors and material samples).

6. Landlord Consent (signature): _____

7. Fee (check made payable to the City of Seattle, per SMC 22.900G.010):

$1 - $1,500 of construction costs	$10.00
Each additional $5,000 of costs	$10.00
Maximum Fee Per Review	$1,000.00

For questions related to completing this application, please call (206) 684-0229.