



The City of Seattle

## Pioneer Square Preservation Board

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

### APPLICATION FOR CERTIFICATE OF APPROVAL

#### GENERAL INFORMATION

#### CERTIFICATES OF APPROVAL

Certificates of Approval are official notices of approval issued by the Pioneer Square Preservation Board (hereafter, Board) and the Director of the Department of Neighborhoods. They are required before the City will issue permits for work that results in any change to the exterior appearance of any Pioneer Square 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 neon signs require Board review and approval. *Repair-in-Kind:* If the proposed 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 Coordinator must be notified when you are planning in-kind maintenance or repair prior to undertaking the work.

#### WHY CERTIFICATES OF APPROVAL ARE REQUIRED

The Pioneer Square Preservation District ordinance 23.66 was last reviewed by City Council in 1996. This Ordinance allows for special land use and zoning controls and in addition requires review by the Pioneer Square Preservation Board regarding any of the proposed changes as noted above.

#### 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.

**Architectural Review Committee (ARC):** All proposals that include design changes require review by the Architectural Review Committee prior to full Board review. Committee meetings are held on an as-needed basis, generally held one week prior to the full Board meeting from 9:00 - 11:00, in City Hall, 600 Fourth Avenue, Room L280. Committee meetings are open to the public. Call Board Coordinator for further information.

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

**Board Meetings:** Regular meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month in City Hall, 600 Fourth Avenue, Room L280. The meeting time is generally 9:00 – 11:00a.m. Meetings are conducted in accordance with the City's Administrative Code.

Administered by The Historic Preservation Program  
The Seattle Department of Neighborhoods

"Printed on Recycled Paper"

## SCHEDULING FOR BOARD REVIEW

In order to have a proposal reviewed by the Board, the complete application form, all required documentation and any applicable fees must be submitted to the Board Coordinator. Please see attached Application Instructions for timelines and information for preparing and submitting a complete application. After the Board Coordinator has determined that an application is complete, you will be informed your proposal will be placed on the agenda for review at the Board's next regularly scheduled ARC or full Board meeting.

## ASSISTANCE

Copies of pertinent use and design guidelines, Board procedures, development regulations, and other information are available from the Board Coordinator at the Department of Neighborhoods, Seattle City Hall, 600 4th Avenue, 4<sup>th</sup> Floor, PO Box 94649, Seattle, Washington 98124. Phone Number: 684-0227 or online at [www.seattle.gov/neighborhoods/preservation](http://www.seattle.gov/neighborhoods/preservation).

## 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, City of Seattle, POB ox 94729, Seattle, WA 98124-4729 before 5:00 p.m. on the fourteenth (14th) day following the date of issuance of this certificate, and must be accompanied by a \$80.00 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 4<sup>th</sup> Avenue, 4<sup>th</sup> Floor, PO Box 94649, Seattle, Washington 98124.

## APPLICATION INSTRUCTIONS

- Please read all of the *Application Instructions* and *General Information* sections of this packet carefully before completing the attached Application Form.
- Fill out the application form completely and provide all required submittal items. 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 Coordinator.
- 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 the SMC or rules adopted by the Board, or if the scope of the proposed work is revised. 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.
- 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:

<u>Design Approval</u>	
\$0 - 1,500 of construction costs.....	\$25.00
Each additional \$5,000 of costs.....	\$10.00
Maximum fee per review.....	\$4,000.00*
Use Approval.....	\$25.00
Street Use Approval.....	\$25.00

\* Except that the maximum fee for a Certificate of Approval for new construction projects shall be \$20,000; except projects including housing financed, in whole or in part, by public funding; or projects that elect the MHA performance option according to Sections 23.58B.050 or 23.58C.050.

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

Total Project Cost related to project work included in application: \_\_\_\_\_

Fee Submitted \_\_\_\_\_

## 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 including square footage.
- Note: Any proposed use or change of use must comply with both the underlying zoning and the development regulations for the Preservation District. State Environmental Policy Act (SEPA) review may be required to establish a new use or change use.

**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 (digital pictures sent through email will 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.  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.  One (1) set of photographs of any existing features that would be altered and photographs showing the context of these features, such as the building façade where they are located.
3.  Four (4) sets of scale drawings of proposed signage or awnings, showing the overall dimensions, material, design graphics, typeface, letter size, and colors;
4.  Four (4) sets of a plan, photograph or elevation drawing showing the location of the proposed awning, sign or lighting;

5. [ ] Four (4) copies of details showing the proposed method of attaching the new awning, sign, or lighting;
6. [ ] The wattage and specifications of the proposed lighting, and a drawing or picture of the lighting fixture; and
7. [ ] 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 and Inspection. The Coordinator may reject the request if it appears that approval of a preliminary design would not be an efficient use of Coordinator 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., B., 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 subsection B, prior to issuance of permits for any work.*

Revised February 2016



The City of Seattle

# Pioneer Square Preservation Board

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## APPLICATION FOR CERTIFICATE OF APPROVAL

Date Submitted: \_\_\_\_\_

Business/Property Name: \_\_\_\_\_

Business/Property Address: \_\_\_\_\_

Building Name: \_\_\_\_\_

*If the applicant representative is different than the building or business owner, fill in both columns*

### Applicant Representative

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Zip Code: \_\_\_\_\_

E-mail \_\_\_\_\_

### Business/Building Owner

Name: \_\_\_\_\_

Phone# \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

• **Approval Requested for:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Change of Use     | <input type="checkbox"/> Sign(s)          | <input type="checkbox"/> Street Use Permit |
| <input type="checkbox"/> Colors            | <input type="checkbox"/> New Construction | <input type="checkbox"/> Other-Specify     |
| <input type="checkbox"/> Facade Alteration | <input type="checkbox"/> Demolition       | _____                                      |

• Completed description of proposal (attach a page with full written description):  
\_\_\_\_\_

• **Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

• **Property owner's signature/consent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

• **Property owner's name (printed):** \_\_\_\_\_

• **Property owner's mailing address:** \_\_\_\_\_

• Project Cost: \_\_\_\_\_ Certificate of Approval Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
(Made payable to City of Seattle)

Consistent with the Public Records Act, Chapter 42.56 RCW, all records within the possession of the City may be subject to a public disclosure request and may be distributed or copied. Records include and are not limited to sign-in sheets, contracts, emails, notes, correspondence, etc. Use of lists of individuals or directory information (including address, phone or E-mail) may not be used for commercial purposes.