



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

Per Seattle Municipal Code 25.24.060: The staff shall determine whether an application is complete and shall notify the applicant in writing within 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 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. The determination of completeness does not preclude the staff or the Commission from requiring additional information during the review process if more information is needed to evaluate the application according to the criteria in this Chapter 25.24 and in any rules adopted by the Commission, 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.

Business Name:

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Applicant Name:

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Business Address:

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Applicant Address:

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Business Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_

Lease Area (square feet): \_\_\_\_\_

Applicant Email Address:

Landlord/Building Owner Name & Address:

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

Landlord/Building Owner Email Address: \_\_\_\_\_

**[ ] USE (For merchandise or services)**

**1. Check all boxes that apply:**

- ☐ New business
- ☐ Change of use for existing business
- ☐ Expansion of use
- ☐ Temporary use
- ☐ Change of ownership for existing business
- ☐ Change of location
- ☐ Increase business area (square footage)
- ☐ Increase/decrease commercial area/areas not open to the public
- ☐ Street use/right of way
- ☐ Other

**2. Current use/vacancy information, if applicable:**

**3. Written description of proposed merchandise/service:**

Provide a complete written description of the 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. Attach additional sheets if necessary.

**4. Proposed business hours:**

**5. Provide a site plan showing location of business**

**6. Landlord Consent (signature):** \_\_\_\_\_

**7. Use Fee (\$25.00 check made payable to the City of Seattle, per SMC 22.900G.010)**

**8. 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, LLC, corporation, etc.).
- 3) What percentage in the corporation, LLC, etc. does each owner own? Provide a copy of documentation listing all proposed owners and the percentages they own, such as corporation/LLC formation documents or an Annual Report. *Note: Sole proprietors do not need to submit this documentation.*
- 4) Describe any financial affiliations of all the prospective owners have an existing business or businesses, including any retail locations. If there are no affiliations, write “none.”
- 5) State specifically the role of each owner in the operation of the business, including which owner or owners will be onsite regularly at the business.

**[ ] DESIGN**

**1. Written description of proposed work:**

Provide a specific written list of the proposed work. The description should include any changes made to the building or site, any effect the work will have on the public right-of-way or public spaces, and any new construction. 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:**

Provide 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 existing features and proposed new features;
- d. Construction details;
- e. A landscape plan showing existing features and plantings, and another landscape plan showing proposed site features and plantings.

## **4. Finishes:**

Provide the following:

- a. One (1) sample of proposed colors, if the proposal includes new finishes, fixtures, furniture, or paint;  
\*Please provide a photo of the proposed colors and bring the actual samples to the meetings.
- b. An elevation drawing or photograph showing the location of proposed new finishes, fixtures, furniture, or paint.

## **5. Awnings, Lighting and Signage:**

If the proposal includes new/changes to 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;
- e. One (1) sample of proposed color and material for sign or awning.

\*Please provide a photo of what is proposed and bring the samples to the meetings.

**6. Demolition and Replacement:**

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.

**7. Landlord Consent (signature):** \_\_\_\_\_

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

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:

Design Approval

\$0 - 1,500 of construction costs.....\$25.00  
Each additional \$5,000 of costs.....\$10.00  
Maximum fee per review.....\$4,000.00\*

\* 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 \_\_\_\_\_