



# Landmarks & Design

## Certificate of Appropriateness Application

**PA-10**

APPLICATION

**Community Development Department**

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) commdev@ci.ellensburg.wa.us

The City of Ellensburg Landmarks and Design Commission, per Section 15.280.020 of the ECC, has jurisdiction over historic districts. It safeguards the heritage of the city as represented by those buildings, districts, objects, sites and structures which reflect significant elements of Ellensburg's history.

Review of changes to Landmarks Register properties is **required**, per Section 15.280.090. "No person shall alter, repair, enlarge, newly construct, relocate or demolish any registered landmark or any property located within a Landmark District nor install any exterior sign...without review by the Landmarks and Design Commission and approval of a **Certificate of Appropriateness**". This review shall apply to **all** exterior features of the property visible from a public right-of-way. **This review applies whether or not a permit from the City of Ellensburg is required.**

OFFICIAL USE ONLY:	
<b>Staff Person:</b>	
<b>Date Submitted:</b>	
<b>Fee Total:</b>	<b>N/A</b>
<b>LDC FILE #:</b>	
<b>Associated Permit File #:</b>	

**PROPERTY OWNER:** (Note: If the Applicant is not the Owner, attach written authorization from the legal owner(s).)

Legal Owner Name(s):	Day Phone:	
Mailing Address:		
E-mail:	Cell Phone:	

**\*APPLICANT:**     Owner     Contractor     Tenant     Other \_\_\_\_\_

Name:	Day Phone:	
Mailing Address:		
E-mail:	Cell Phone:	

**CONTACT PERSON:**     Owner     Contractor     Tenant     Other \_\_\_\_\_

Name:	Day Phone:	
Mailing Address:		
E-mail:	Cell Phone:	

**PROJECT INFORMATION:**

This application shall be submitted, with all required information, to Community Development Staff and deemed a complete application, to be considered for a public meeting. At the duly-noticed public hearing, the Landmarks and Design Commission will make a decision of whether to approve, approve with conditions or deny the Certificate of Appropriateness application. Per Section 15.210.050.B, a denial may be appealed to the City Council. Please consult with the Senior Planner for Historic Preservation if you have any questions. All projects must meet the City of Ellensburg Design Standards (Title 15) and ECC 15.70, Landscaping Requirements. A copy of the Design Standards is available at the Community Development Department or located online at [www.codepublishing.com/wa/ellensburg](http://www.codepublishing.com/wa/ellensburg).

<input type="checkbox"/>	Parcel Number of Site:	
<input type="checkbox"/>	Site Address:	
<input type="checkbox"/>	City Zoning Designation:	Is a building permit required: <input type="checkbox"/> Yes <input type="checkbox"/> No

**PROJECT INFORMATION:**

<input type="checkbox"/>	Project Description:	In a separate narrative, please describe how your project complies with the guidelines for historic properties listed in Sections 15.280.090, 15.530.020 & 15.530.030.
<input type="checkbox"/>	Site Plan:	<ol style="list-style-type: none"> <li>1. All building locations and dimensions to property lines and other structures.</li> <li>2. Property lines and easements.</li> <li>3. Setbacks, open space and landscaping.</li> <li>4. Rights of way, curbs, parking sidewalks.</li> </ol> (The site plan shall be legibly drawn to a minimum scale of 1:20 on substantial paper a minimum 11" x 17" size)
<input type="checkbox"/>	Parking Lot Plan:	Must have preliminary approval by Public Works for parking lot plan.
<input type="checkbox"/>	Exterior Lighting:	Identify the location, design, wattage and lighting orientation.
<input type="checkbox"/>	Exterior building alterations, rehabilitation or restoration:	<ol style="list-style-type: none"> <li>1. Scaled building elevations of all building sides.</li> <li>2. Samples of types of materials to be used in the construction.</li> <li>3. Paint colors &amp; design (each paint color applied to 8-1/2" x 11" poster board.</li> <li>4. Type of paint removal method (i.e. water, chemical, mechanical).</li> <li>5. Repointing mortar joints – pointing styles and method.</li> <li>6. Window repair/replacement/alteration detail.</li> </ol>
<input type="checkbox"/>	Signage:	<ol style="list-style-type: none"> <li>1. Colored design</li> <li>2. Dimensions</li> <li>3. Location – Drawing or photograph depicting sign(s) on the building or pole.</li> <li>4. Type of illumination.</li> </ol>
<input type="checkbox"/>	Dumpster:	<ol style="list-style-type: none"> <li>1. Screening materials &amp; colors</li> <li>2. Location</li> </ol>
<input type="checkbox"/>	Special Valuation	Submit documentation for application for Special Valuation for Historic Purposes per ECC 15.280.110 if applicable.

PLEASE NOTE: Items marked above shall be submitted to the Community Development Department **Twenty-One (21) Calendar Days before** the regular scheduled meeting of the Landmarks & Design Commission to allow time for review, processing and advertising according to WA State Statute. The Landmarks & Design Commission meets on the first Tuesday of each month and, if needed, on the third Tuesday of each month.

Stacey Henderson, Senior Planner/ Historic Preservation, is the staff liaison to the Landmarks & Design Commission.

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**SIGNATURE OF LEGAL OWNER or REPRESENTATIVE AS AUTHORIZED BY THE LEGAL OWNER:**

I, \_\_\_\_\_, (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state that the information is correct and that I agree to comply with all city ordinances pertaining to this permit if granted.

I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached herewithin is written permission from the owner(s) authorizing my actions on his/her/their behalf.

**Signature of Legal Owner:**  
(or Authorized Agent)

**Date:**