

HISTORIC OVERLAY PERMIT APPLICATION

City of Waitsburg
P.O. Box 35, Waitsburg, WA 99361
Phone: (509) 337-6371
Fax: (509) 337-8089

Owner _____
Address _____
City _____ State _____ ZIP _____
Phone _____

Site Address _____
Parcel No. _____
Contractor _____
Address _____
City _____ State _____ ZIP _____
Phone _____
Washington State Contractor's License No. _____

HISTORIC OVERLAY PERMIT

Application Fee: \$5.00 (Flat Fee)

Minor Uses:

- General Re-roof
- Paint touch ups

Exterior Modifications

- Explanation required as indicated below.

I certify that I will comply with the requirements of Chapter 10.1Q of the Waitsburg Municipal Code.

Signature _____ Date _____
 OWNER **CONTRACTOR**

* Applications seeking approval of the Historic Preservation Commission and or the Planning Commission for projects in the Historic Preservation (HP) Overlay Zone shall include the following components indicated on the application checklist below. Specific components can and should be explained on separate page(s). If any of the following components are not applicable to the project, then indicate with a "NA" on the following checklist. Applications deemed incomplete will be sent back to the applicant for revision and resubmission.

- All application fees paid in advance;
- Explanation of the historic nature of the alterations or modifications proposed;

- List of all other required permits (building, electrical, business, etc.);

- Submission of color photographs showing external views of all existing structures on the site and on properties immediately adjacent thereto, including across a street or alley;

[] Legal description of the property (attach to application if necessary);

[] Submission of a site plan, drawn to scale, showing (use separate sheet of paper):

1. Existing and proposed structures and their relationship to adjacent buildings;
2. Existing and proposed natural features, with preference given for preferred plants identified by the Historic Preservation Commission, except, however, the applicant is not required to use such plants;
3. Existing and proposed landscaping and plantings;
4. Existing and proposed parking and loading areas;
5. Existing and proposed sidewalks and other pedestrian walks or paths;
6. Existing and proposed street furniture;
7. Existing and proposed outdoor lighting; and
8. Existing and proposed walls, fences, retaining walls, and terraces;

[] Submission of architectural and related drawings, drawn to scale, showing (use separate sheet of paper):

1. Height and scale of existing and proposed buildings in relation to adjacent buildings;
2. All four elevations of any structure depicting walls and materials, roof and roof related design, including chimneys and gutters, and treatment of windows and doors, including moldings and trim;
3. Color scheme of buildings, trim, signs, and other features;
 - a. Colors shall be limited to historic colors, examples of which shall be available at city hall. However, applicants shall not be limited to a specific color so long as such is historic.
4. Street furniture, signs, and any other architectural features in public view.
 - a. Where an applicant requests an Historic Preservation Permit to post a non-transitory sign in the HP Overlay Zone, the applicant should address the following factors:
 1. Signs should be part of the architectural concept of the real property and in line with the nature of the HP Overlay Zone.
 2. Size, material, color, lettering, location, number, and arrangement, should be harmonious with the building design.
 3. The number and size of signs should be minimized to avoid visual clutter.
 4. Color should be used with restraint and be consistent with the historic character of the zone.
 5. Examples of historically appropriate signs shall be available at city hall. However, applicants shall not be limited to specific types of signage so long as such is appropriate.
 - b. Where an applicant requests an Historic Preservation Permit to install, modify, or alter an exterior lighting system within the HP Overlay Zone, the applicant should address the following factors:
 1. Lighting should be harmonious with the design
 2. If external spot or flood lighting is used, it should be arranged so that the light source is shielded from view and not obtrusive to the historical nature of the HP Overlay Zone.

[] Estimate of the amount of time required to complete the project.

Nothing in this Chapter shall be construed to reduce or alter any substantive or procedural requirements imposed by any other governmental entity with regard to standards imposed or permits required for any construction, plumbing work, electrical work, or structural integrity. Building permits and permits related to construction are separate from the Historic Preservation Permit, as defined in WMC 10.1Q.020.

For Official Use:

Date application received: _____

Received by: _____

Application complete? _____

If incomplete, date resent to applicant _____

Date of Notice of Completeness: _____

Date of Commission Meeting: _____

Action: _____

Approved by: _____

