



The City of Seattle

# Ballard Avenue Landmark District Board

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

## APPLICATION FOR CERTIFICATE OF APPROVAL

Please refer to the attached application instructions for more information.

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

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

Business Address: \_\_\_\_\_

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

Applicant Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Zip Code: \_\_\_\_\_

Applicant Representative: \_\_\_\_\_ Phone # \_\_\_\_\_

Representative Address: \_\_\_\_\_

Okay to receive approval documents by email? Yes \_\_\_\_\_ No \_\_\_\_\_

Approval Requested for:

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

Certificate of Approval Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
(Check made payable to City of Seattle)

\$1 - \$1,500 of Construction costs	\$25.00
Each additional \$5,000 of costs	\$10.00
Maximum Fee Per Review	\$4,000.00

Total Project Cost \_\_\_\_\_

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

Completed description of proposal (use more space if necessary):

---



---



---



---



---

• Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

• Property owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

• Property owner name (printed): \_\_\_\_\_



The City of Seattle

## Ballard Avenue Landmark District Board

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

- Property owner mailing address: \_\_\_\_\_
- Property owner email address: \_\_\_\_\_

### APPLICATION INSTRUCTIONS

- Fill out the application form completely. 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 684-0229.
- 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 staff.
- Determination of Completed Application: Board 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, Board 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 Board 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 Board staff 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 this Chapter and in any rules adopted by the Board, 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.

- Applicants will receive a copy of the agenda for the meeting in which their proposal will be reviewed. Applicants should attend these meetings for their application to be considered.
- **Do 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:
  1. 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)

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



The City of Seattle

## Ballard Avenue Landmark District Board

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

**DESIGN APPROVAL:** Includes any exterior alterations to buildings, sites, or rights-of-way including painting, changes to storefronts or windows.

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



The City of Seattle

## Ballard Avenue Landmark District Board

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

3. Four (4) sets of a plan, photograph or elevation drawing showing the location of the proposed awning, sign or lighting;
4. Four (4) copies of details showing the proposed method of attaching the new awning, sign, or lighting;
5. The wattage and specifications of the proposed lighting, and a drawing or picture of the lighting fixture; and
6. One (1) sample of proposed sign colors or awning material and color.

**STREET USE APPROVAL:** Includes sidewalk cafes, vending carts, street furniture, 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;
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;