



The City of Seattle

# Ballard Avenue Landmark District Board

Mailing Address: PO Box 94649 Seattle WA 98124-4649  
Street Address: 700 5th Ave Suite 1700

## APPLICATION FOR CERTIFICATE OF APPROVAL

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

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

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

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

Applicant/Owner's Name: \_\_\_\_\_ Phone # \_\_\_\_\_

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

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

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

Email Address: \_\_\_\_\_

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• Approval Requested for:

- Street Use Permit       Sign(s)       Other-Specify
- Colors       New Construction  \_\_\_\_\_
- Facade Alteration       Demolition

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

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

- Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Property owner's signature/consent: \_\_\_\_\_ Date: \_\_\_\_\_
- Property owner's name (printed): \_\_\_\_\_
- Property owner's mailing address: \_\_\_\_\_

FEE INFORMATION

- SMC 22.90IT 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.....\$10.00
    - Each additional \$5,000 of costs.....\$10.00
    - (Maximum fee per review.....\$1,000.00)
  2. Street Use Approval.....\$10.00

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

STAFF REVIEW TIME REQUIRED

Per SMC 25.16.080 A.3: The 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, 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.

REQUIRED DOCUMENTATION

**The following information must be provided for a Certificate of Approval Application to be complete. Not all sections may apply to your application, however. Please contact the Board Coordinator at (206) 684-0229 for more information.**

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

**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 Planning and Development. The staff may reject the request if it appears that approval of a preliminary design would not be an efficient use of staff or Board time and resources, or would not further the goals and objectives of SMC Chapter 25.16. 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.-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 the Design Approval Section and also listed in SMC Chapter 25.16.080 Subsection A.2., prior to issuance of permits for any work.*