

# Patterson Historic Preservation Commission

## Certificate of Preservation Procedure

### Application requirements:

All applications must be complete and include support materials listed in the application checklist in this form.

### Application deadlines

Applications are due by the close of business on the last Tuesday prior to the month in which they are to be considered, or the next business day in event of a holiday.

### Application representation

The applicant or authorized representative of the applicant should attend the public Commission meeting to support the application.

### Building permits requirements

In addition to a Certificate of Preservation application, building permits must be acquired from the Pierce County Planning & Codes office.

### Deadline for project completion

After approval, the Certificate of Preservation is valid for 18 months and void if project does not begin within 6 months of approval.

### AUTHORIZATION

In consideration for the City of Patterson's review of this application for a proposed change to a locally designated property, the applicant agrees to hereby indemnify and hold harmless the City and its agents and employees from and against any and all claims, damages, and/or liability arising from or related to this application or any issuance of a permit hereunder.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Office Use Only	
Case Number	_____
Date Received	_____
Contributing	_____
Zoning	_____
Legal Advertisement	_____
Notified Adjacent	_____
HPC Hearing	_____
HPC Decision	_____
COP Expiration	_____
Project Completion	_____
Tax Parcel	_____

### Precedence of Decisions

Each application will be considered on its own merit with reference to the Secretary of the Interior's Standards and the Commission's guidelines. While the Historic Preservation Commission may consider past actions when making decisions on an Application for a Certificate of Preservation, it is not held by those decisions when considering new applications that may appear similar in character.

# Patterson Historic Preservation Commission

## Certificate of Preservation Application

\*Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

\* NOTE: If applicant is not the owner, as listed on the Property Deed, a letter from the owner authorizing the proposed work must be included along with owner's phone number and address.

P R O J E C T	Property Address: _____ _____
	Existing Building Type: <input type="checkbox"/> Residential One, Two or Multi-family _____ Garage, Storage _____ <input type="checkbox"/> Commercial <input type="checkbox"/> Other _____
I N F O R M A T I O N	Brief Project Description (Example: addition of sunroom, installation of fence): _____
	Type of Project (Check all that apply): <input type="checkbox"/> New building <input type="checkbox"/> Addition to building <input type="checkbox"/> Relocation of building(s) <input type="checkbox"/> Demolition <input type="checkbox"/> Fence(s), wall(s), landscaping <input type="checkbox"/> Minor exterior change <input type="checkbox"/> Major restoration, rehabilitation, or remodeling <input type="checkbox"/> Other _____
	Start Date: _____
	Anticipated Completion: _____
	Contractor/Consultant/Architect: _____ _____

### PROJECT DESCRIPTION

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Include support materials and attach additional sheets if needed. If the proposed scope of work will involve more than one type of project, please divide the description. (Example: (1) Addition to rear (2) New roof)

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### Application Checklist

The following list includes the support material necessary for review of a particular project.

<p><b>New Buildings and New Additions</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site plan</li> <li><input type="checkbox"/> Architectural elevations</li> <li><input type="checkbox"/> Floor plan</li> <li><input type="checkbox"/> Landscape plan (vegetation not required)</li> <li><input type="checkbox"/> Description of construction materials</li> <li><input type="checkbox"/> Photographs or proposed site and adjoining properties</li> </ul> <p><b>Major Restoration, Rehabilitation, or Remodeling</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Architectural elevations or sketches</li> <li><input type="checkbox"/> Description of proposed changes</li> <li><input type="checkbox"/> Description of construction materials</li> <li><input type="checkbox"/> Photographs of existing building</li> <li><input type="checkbox"/> Documentation of earlier historic appearances (restoration only)</li> </ul> <p><b>Minor Exterior Changes</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of proposed changes</li> <li><input type="checkbox"/> Description of construction materials</li> <li><input type="checkbox"/> Photographs of existing building</li> </ul>	<p><b>Site Changes – Parking areas, Drives, Walks</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site plan or sketch</li> <li><input type="checkbox"/> Description of construction materials</li> <li><input type="checkbox"/> Photographs of site</li> </ul> <p><b>Site Changes – Fences, Walls, Systems</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site plan or sketch</li> <li><input type="checkbox"/> Architectural elevations or sketches</li> <li><input type="checkbox"/> Description of materials</li> <li><input type="checkbox"/> Photographs of site</li> </ul> <p><b>Site Changes – Signs</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Specifications</li> <li><input type="checkbox"/> Description of construction materials and illumination</li> </ul> <p><b>Demolition</b> *Must include a complete plan for the new development</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Timetable</li> <li><input type="checkbox"/> Demolition budget</li> <li><input type="checkbox"/> New construction budget</li> <li><input type="checkbox"/> Evidence of adequate financing</li> </ul>
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