



Certificate of Appropriateness

Application Fees

Application fee: \$130

Certificate of appropriateness review is design review for properties listed on the Puyallup Historic Register and is required for any changes to the use, construction, reconstruction, alteration, restoration, remodel, repair, move, or demolition of said properties. This application type requires review and approval by the Design Review and Historic Preservation Board to ensure the proposed changes will not adversely affect the historic characteristics of the property which contribute to its designation.

Submittal Instructions

- 1 Create an account on <https://permits.puyallupwa.gov/Portal>
- 2 Select "Apply for Planning Permit"
- 3 Select "Certificate of Appropriateness" from drop down list. Fill out all sections of the online form and upload all required documents.
Note: Failure to upload all the required documents will delay the processing of your application.

Applicant Information

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Property Information

Parcel Number(s): _____

Property Address: _____

Project Information

Project Name: _____

Request for Review Request for Waiver

Do the proposed changes require a building permit? Yes No

Work Description. *The information you provide to the Board is all they will have of your design. It must accurately illustrate what you have in mind. Consult the Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties (<https://dahp.wa.gov/sites/default/files/ACHPrehabStandards.pdf>) for more detailed information.*

Describe the proposed changes to the registered structure in detail below, including a written description of information on building material proposed for removal and/or replacement, and stated reasons for removal or replacement as opposed to repair and retention, changes to door and window design (fenestration), changes to siding, trim, and architectural detailing, and changes to the existing massing or form of the building, including additions, demolitions, roof modifications, and enclosure of porches, decks, etc. **Attach additional sheets as needed.**

Project Information *(continued)*

Project Classification (check all boxes that apply to your project):

- New Construction:** Construction of a new building, additions, garages, sheds, fences, gazebos, or other structures on a designated property.
- Exterior Building Alteration:** Includes all exterior changes to an existing building excluding ordinary repair and maintenance.
- Site Alterations:** Removing, adding or changing site features that will alter the appearance of the property. Site features include, but are not limited to, roads, fencing, retaining walls, walks, patios, and in the case of cemeteries, grave markers and plot demarcations. Site alteration includes tree removal, land clearing, landscaping, grading and filling.
- Signs or Graphics:** Installation of a sign or graphic on a building, or on the land parcel of record.
- Demolition:** Removal of any building structure or portion of a structure on the parcel of record. For all demolitions, the applicant must include a written reason for the demolition, proposed plans for the site, and a time frame for project initiation and completion.
- Special Valuation Project:** An owner of a Puyallup Registered property can apply for a for a 10-year property tax reduction based on the amount spent on an approved project. The minimum amount for the qualifying project rehabilitation is 25% of the building's value before work was begun. Once approval is granted, the property continues to be assessed on the normal schedule, but the amount spent on the rehabilitation is subtracted for a period of 10 years. This special valuation is available on current work, or projects completed within the last 2 years.
- Other:**

Submittal Checklist

- 1. Completed and Signed Application Form
- 2. Color Photos (digital only). Polaroids will not be accepted. Include photos of each side of the structures to be altered and close-ups of the specific areas on site to be changed. If photos are not electronic (e.g. hardcopy, other format) contact planning for assistance on how those can be submitted outside of the permit portal.
- 3. Drawings for conceptual review, new construction or graphic/signage:
 - Drawings must be scaled to 11” by 17” size or smaller Property boundary and adjacent streets
 - Plans must include:
 - Name of property owner
 - Address of project including lot and block
 - Tax parcel number
 - A written description of proposed cleaning, refinishing or resurfacing techniques, explaining how historic materials will be protected and preserved
 - A description of existing exterior building colors, original building colors (if known) and proposed building colors
 - **Four elevations:** drawings of front, back, and both sides: elevations must be labeled as to orientation with all materials and colors labeled, and be a minimum of one-quarter inch scale.
 - **Site plan:** A site plan must be included for new construction, additions, signs/graphics, demolition, fencing and site alterations. The site plan shall show all existing structures and or/features, and their relationship to proposed work, property lines, a North arrow; fencing; retaining walls, utilities, and landscaping features.
- 4. Material Samples/Manufacturers’ Brochures: Material samples and brochures that show and describe the materials to be used (i.e. paint chips, brochures on doors, outdoor equipment, window, etc.)

Certification

I hereby state that I am the applicant listed above, and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Puyallup, pursuant to the provision of the Puyallup Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data or statements.

Signature of Owner: _____ Date: _____