



# Landmarks Commission

## Certificate of Appropriateness (COA)

### Application Instructions & Checklist

To be considered complete, a COA Application **must include:**

- A completed application form, including the property owner's signature of consent and a clear and detailed project description
- Photographs of the current condition(s)
- A site plan (*if relevant*)
- Elevation and floorplan drawings, showing proposed changes (*if relevant*)
- Color and/or materials samples (*if relevant*)

### **Project Description**

A project description is a written explanation of the proposed project and the reasoning behind it. This section should clearly describe the present condition of the property and what the applicant is proposing to repair, alter, remove or add. It must include enough detail (i.e. dimensions, location, use, materials) so that program staff and landmark commissioners can assess the scope and impact of proposed work on the property.

If known, please provide information about the original design and materials of the feature(s) under review, and the date of construction.

Often, only the exterior (and site) of a designated property is subject to design review, but not always. Sometimes historically significant portions of building interiors are protected as well. To clarify which project elements require review, please contact Sarah Steen, Landmarks Coordinator, at (206) 477-7976.

### **Photographs & Elevation Drawings**

Photographs and/or drawings offer visual evidence of current conditions and illustrate the planned work. Please include photos of the location and current condition of the project area. Structural, floorplan and/or elevation drawings should be drawn to scale and accurately represent the planned work, including dimensions, location, and scope of all proposed alterations.

Historic photographs may be helpful in determining the original appearance of the property. Contact King County staff for suggestions for locating historic photographs of your building and/or site.

### **Site Plan**

A site plan makes clear the dimensions and relationships between buildings or features within a set area. The site plan should be drawn to scale and include property lines, setbacks, distance between structures, building footprints, existing and proposed site/building conditions, labelling of changes/additions, driveways, landscaping, and any other important features on the site.

Please remember to include color swatches, material samples or product specifications with your application if applicable to your project.

# LANDMARKS COMMISSION

## Application Deadlines & Process

**Type I Project Reviews.** Applications for Type I projects will be reviewed by Historic Preservation Program Staff within ten days of receipt. There are no deadlines for Type I applications.

**Type II and Type III Project Reviews.** Applications for Type II and Type III projects involve a two-part process. They are first reviewed by the Design Review Committee (DRC), which typically meets on the second Thursday of each month. The DRC makes project recommendations to the full Landmarks Commission, which typically meets on the fourth Thursday of each month. Final determinations on Type II and Type III project proposals are made by the Landmarks Commission.

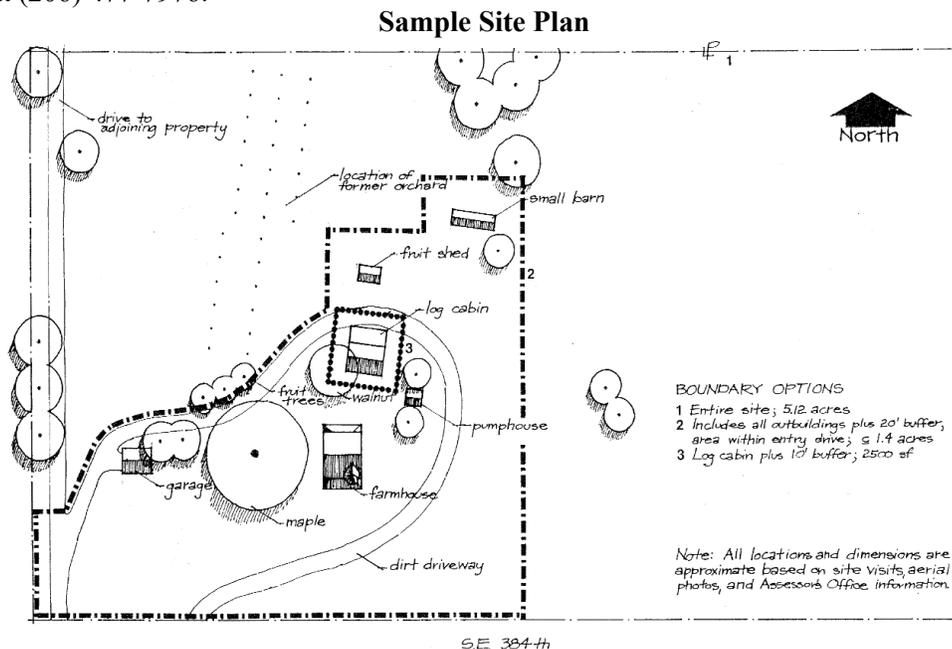
Applications for Type II and Type II project reviews must be received ***no later than seven working days prior to the upcoming DRC meeting.*** Applications will be preliminarily reviewed for completeness by program staff who will notify applicants of any missing information. Applications must be deemed complete by program staff to be placed on a DRC meeting agenda. **Please contact Sarah Steen, Landmarks Coordinator, at (206) 477-7976, for submittal deadlines and meeting dates.**

**Meeting Times and Locations.** DRC meetings are held in King Street Center, 201 S. Jackson St., Seattle, WA 98199. DRC meetings typically start at 11 a.m. The Landmarks Coordinator will notify applicants of the exact start time and room number. Landmarks Commission meetings are held in various locations around King County. Landmarks Commission meetings typically start in the late afternoon or evening, depending on the location. The Landmarks Coordinator will notify applicants of the meeting time and location.

Please direct questions or submit completed application to Sarah Steen at [ssteen@kingcounty.gov](mailto:ssteen@kingcounty.gov) or:

Landmarks Coordinator  
King County Historic Preservation Program  
201 S. Jackson, Suite 700  
Seattle, WA 98102

**Please Note:** Applicants are strongly encouraged to confer with the Landmarks Coordinator prior to submitting an application. To discuss your anticipated project or schedule an appointment, please contact Sarah Steen at (206) 477-7976.



# LANDMARKS COMMISSION

## Sample Project Description *(Photographs, drawings, and samples are referenced but not attached here)*

**Property:** Wilson Farmhouse, 1905

**Project Summary:** Restoration of front porch; repainting of the entire structure.

### *Porch:*

Present condition: The porch presently consists of an asphalt shingle roof supported by wrought-iron posts. The wooden porch floor is also deteriorated. The porch is presently in disrepair and pulling away from the main structure. (Photographs 1-5) The current porch reflects alterations which occurred sometime after 1940. The configuration of the original porch, is revealed by the 1940 tax assessor's photograph, as well as earlier photographs. The historic photographs reveal that the porch originally had four turned wooden posts supporting a hipped, wood shingle roof. (Photographs 6-8).

Proposed work: Restoration of the original porch using a design based on historic photographs (Drawing 1). Preliminary investigation of the porch roof indicates that the original framing is still in place; however the wood has suffered severe water damage due to leaks in the porch roof, and may need to be replaced.

### *Painting:*

Present condition: The house, last painted over 20 years ago, is presently white. Field examination indicates that the home was originally gray with beige trim and window surrounds. The window muntins were painted black. The colors of the original porch cannot be verified, but we believe that the porch paint scheme most likely matched the house.

Proposed work: Repaint the house in the original color scheme, using paints indicated on the enclosed samples. The porch posts and brackets will be painted beige to match the trim on the house. The porch floor will be painted a slightly darker gray than the main structure.