



PLANNING DIVISION CLIENT ASSISTANCE MEMO

CERTIFICATE OF APPROPRIATENESS for Historic Preservation

The Gig Harbor Municipal Code (GHMC) Chapter [17.97](#) – Historic Preservation:

- establishes procedures for the voluntary designation of properties to the City's Register of Historic Properties;
- explains the effect of such designation, including the property's eligibility for special tax valuation;
- describes the process for maintenance and monitoring of such properties;
- and delegates the authority for implementation to the Design Review Board.

What is a Designated Historic Property?

A designated historic property is one that is voluntarily listed on the Gig Harbor Register of Historic Properties as defined by GMAC Chapter 17.97.040. The property may be a building, structure, site, or object of architectural, historical, or cultural significance.

All owners of designated historic properties are required to obtain a **Certificate of Appropriateness** before making any exterior changes to their property. The Gig Harbor Community Development Department must receive a completed Certificate of Appropriateness Application for consideration by the Design Review Board. The Board reviews the project and certifies the changes as not adversely affecting the historic characteristics of the property which contribute to its designation.

Work Requiring a Design Review Board (DRB) Review

All modifications that result in a significant change in the external appearance of a site, structure, or object require DRB review, including:

- Alterations
- New construction
- Reconstruction
- Restoration
- Remodeling
- Demolition
- Alterations to any historically significant outbuildings, staircases, signs, fences, or auxiliary structures on the designated property

Work Exempted from a Review by the DRB

- Ordinary maintenance
- Repainting with same color
- Re-roofing with the same material and same color
- Emergency repairs

Failure to Apply for a Certificate of Appropriateness

Property owners of designated sites who fail to apply for a Certificate of Appropriateness may be:

- Denied building permit for proposed work until plans are reviewed by the DRB and Certificate of Appropriateness is issued.
- Denied demolition permit for proposed demolition until plans are reviewed by the DRB.
- Subject to removal from the Gig Harbor Register of Historic Properties.

Modification Criteria for Property Owners

Property owners seeking to alter designated structures or sites may find guidance in **The Secretary of Interior Standards and Guidelines for Preservation, Rehabilitation, Restoration, and Reconstruction for Historic Properties** (www.cr.nps.gov/hps/tps/standguide/). Property owners shall apply the following elements to ensure sites are appropriately modified:

- Evaluate historic, architectural, and cultural value of the structure/site
- Consider texture and material of the structure or its fixtures
- Review relationship of features on surrounding structures/sites
- Review position of each structure/site in relation to the street or alley
- Evaluate position of each structure/site in terms of other structures
- Preserve historic integrity of structure, site, or object
- Ensure compatibility of new work with existing site/object
- Within the existing setting, review consistency of:
 - Materials
 - Scale
 - Size
 - Height
 - Design
 - Placement

Certificate of Appropriateness Application Process

1. Property owner must file a completed Certificate of Appropriateness Application with Community Development Department to be scheduled for the next available DRB meeting.
2. **Set of plans** must be submitted with the Application. Plans shall include:
 - Name of property owner
 - Address of project including lot and block
 - **Four elevations:** Drawings of front, back, and both sides; elevations must be labeled as to orientation with all materials and colors identified; and must show proposed work and/or changes to existing property
 - **Color Photos:** 35mm or digital only. Polaroids will not be accepted. Include photos of each side of the building, site, or object to be altered and close-ups of the specific areas to be changed
 - **Site plan** showing all existing and proposed structures, property lines, a North arrow, fencing, retaining walls, utilities, and landscaping
3. The DRB shall conduct a Certificate of Appropriateness review at a regular Design Review Board meeting. The Board shall evaluate the work proposed and make recommendations and suggestions regarding the project.

Certificate of Appropriateness

The DRB shall complete its review and make its recommendation. If the Board is unable to process the application, it may ask for an extension of time. The Board shall issue its recommendation in writing, and any conditions agreed to by the applicant shall become conditions of approval required for site development. If the property owner agrees to the Board's recommendations, a Certificate of Appropriateness shall be issued with the signatures of the owner and of the chairman of the Gig Harbor Design Review Board. The Certificate is **not** a permit for work. The Certificate and application packet must be taken to the City of Gig Harbor Community Development Department for issuance of appropriate site development permits.

Waivers of Certificate of Appropriateness

A waiver of Certificate of Appropriateness may be issued by the Design Review Board for a proposed whole or partial demolition of a local register property. Failing to find alternatives to demolition, the waiver allows the Building Official to issue a permit for demolition.

**Certificate of Appropriateness
Site Project Checklist (See GHMC Chapter [17.97.050](#))**

PROJECT	DRB REVIEW REQUIRED	DISCRETIONARY ITEMS **
Primary & Accessory Building Changes: (Accessory = outbuildings, i.e., garages, sheds, docks, net sheds, wash houses, smoke houses, chicken coops, barns, and greenhouses)		
Building exterior new construction	X	
Building demolition	X	
Alterations in exterior materials	X	
Building interior alterations ¹		X
GENERAL IMPROVEMENTS		
Change Roofing or Siding material or color	X	
Change Chimneys, windows, shutters, awnings, doors, exterior staircases, porches material or color	X	
LOT IMPROVEMENTS		
Driveway alterations	X	
Sidewalk alterations	X	
Patio or deck changes	X	
Exterior staircase changes in style or materials	X	
Retaining wall alterations or addition	X	
Fence changes in style or materials	X	
Landscape ponds, fountains, Bar-B-Ques, dog-houses, trellises		X
Hot tub, swimming pool	X	
LANDSCAPING		
Yard lighting		X
Planting or removal of shrubs, ground cover, or hedges		X
Removal of healthy trees	X	

** **Discretionary Items** represent those alterations that do not directly impact the historic characteristics of the property but contribute to its designation.

¹ A review of alterations to building interior is mandatory for projects seeking Special Tax Valuation for interior work. For property owners not seeking Special Tax Valuation, interior alterations are not subject to DRB review.



City of Gig Harbor
Certificate of Appropriateness

<input type="checkbox"/> Request for Review <input type="checkbox"/> Request for Waiver GMAC Chapter 17.97.050 – Historic Preservation	CITY USE ONLY Case Number _____ Date Received _____ By _____
NAME OF PROJECT _____	

APPLICANT Name _____ Address _____ City _____ State ____ Zip _____ Phone (____) _____ Email _____	PROPERTY LOCATION Property Address _____ _____ Assessor's Parcel Number _____ _____
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Name _____ Address _____ City _____ State ____ Zip _____ Phone (____) _____	COMMENTS _____ _____ _____
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I (WE) Name _____ Signature _____	
Do hereby affirm and certify, under penalty of perjury, that I am one (or more) of the owners or owner under contract of the herein described property and that the foregoing statements and answers are in all respects true and correct on my information and belief as to those matter, I believe to be true.	

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

- Conceptual Review (Pre-application meeting):** Discuss with the Design Review Board preliminary design ideas for a project. The Board will address the appropriateness of the proposal and provide design guidance.
- 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 Gig Harbor Registered property can apply 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:** _____
- Other:** _____

Work Description (please type or print legibly)

The information you provide to the DRB is all they will have of your design. It must accurately illustrate what you have in mind. Consult **The Secretary of the Interiors Standards and Guidelines for Preservation, Rehabilitation, Restoration, and Reconstruction for Historic Properties** (www.cr.nps.gov/hps/tps/standguide/) for more detailed information.

Describe the proposed project in detail below, including all changes to the building, site, or lot. Include all features to be removed, altered, and/or added. Indicate all materials to be used and the manufacturer. Attach additional sheets as needed.

Materials to Submit with Application

Color Photos: 35mm or 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.

Drawings for conceptual review, new construction or graphics/signage:

One complete set must be submitted.

Plans shall include:

- Name of property owner
- Address of project including lot and block
- Tax parcel number
- **Elevations:** drawings of front, back, and both sides; elevations must be labeled as to orientation with all materials and colors labeled
- **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.

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, windows, etc.)

Application Accepted / Rejected:

	CITY USE ONLY
	Case Number _____
	DRB Meeting Date _____
NAME OF PROJECT	

Certificate of Appropriateness issued by Gig Harbor Design Review Board

Certificate of Appropriateness rejected by Gig Harbor Design Review Board

DRB Representative Signature

Date

Findings of Fact of Gig Harbor Design Review Board: (attached)