

<p>City of Gig Harbor Certificate of Appropriateness</p> <p><input type="checkbox"/> Request for Review</p> <p><input type="checkbox"/> Request for Waiver</p> <p>GMAC Chapter 17.97.050 – Historic Preservation</p>	<p>CITY USE ONLY</p> <p>Case Number _____</p> <p>Date Received _____</p> <p>By _____</p> <p>Receipt # _____ By _____</p>
<p>NAME OF PROJECT _____</p>	

<p>APPLICANT</p> <p>Name _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (____) _____</p>	<p>PROPERTY LOCATION</p> <p>Property Address _____</p> <p>Assessor's Parcel Number _____</p>
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<p>Name _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (____) _____</p>	<p>COMMENTS</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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<p>I (WE)</p> <p>Name _____ Signature _____</p> <p>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.</p>	
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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:** _____

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:

Ten complete sets must be submitted. One set of drawings must be 11" by 17" size or smaller for the Board's record.

Plans shall include:

- Name of property owner
- Address of project including lot and block
- Tax parcel number
- **Four 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)