

# Preservation and Review Board

## Town of Steilacoom



1030 Roe Street ❖ Steilacoom WA 98388 ❖ 253.581.1912

### APPLICATION FOR DESIGN REVIEW

Please include ALL of the following information with your application. Insufficient application materials will result in a delay in processing of your application. If you have any question regarding application requirements, or regulations and standards for historic homes and neighborhoods, please call the Historic Preservation Officer at 253.581.1912.

#### PART 1: APPLICANT INFORMATION

Property Address \_\_\_\_\_ Date of Application \_\_\_\_\_

#### OWNER INFORMATION

Name (printed) \_\_\_\_\_ Email \_\_\_\_\_

Address (if different than above) \_\_\_\_\_ Phone \_\_\_\_\_

Homeowner's Signature\* \_\_\_\_\_

*\*Application must be signed by the property owner to be processed.*

#### CONTRACTOR INFORMATION

*If application will be presented by a representative or contractor, please fill in the following:*

Representative's Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

#### FOR OFFICE USE ONLY

INITIALS  
BUILDING CODE: \_\_\_\_\_

LAND USE/ZONING (IF APPLICABLE): \_\_\_\_\_

#### APPLICATION FEE (please see page 2)

PRB Review Fee \$100 \_\_\_\_\_

Or \_\_\_\_\_

Staff Review Fee \$50 \_\_\_\_\_

## PART 2: INFORMATION FOR APPLICANTS

### HOW TO USE THIS FORM

#### STEPS FOR APPLICANTS

1. **Review the Town of Steilacoom Standards and Guidelines for Historic Buildings.** Many homeowners want to know whether their project will be approved by the Commission ahead of the meeting. The Preservation and Review Board (PRB) reviews projects according to adopted Design Standards.
2. **Find the correct checklist for your project, and submit the required supporting documentation.** Part 4 of this form outlines which checklist to use for your project. There are three checklists, but you only need to use one.
3. **Make 9 copies of the final application and submit it to the Historic Preservation Office with the APPLICATION FEE.** The PRB meets on the 4<sup>th</sup> Wednesdays of each month, and applications are due to this office FIFTEEN DAYS in advance. When your application has been scheduled for review, you will be notified.

#### WHERE TO GO:

Building Official  
Town of Steilacoom  
1030 Roe Street  
Steilacoom, WA 98388  
253-581-1912

Historic Preservation Officer  
Town of Steilacoom  
1030 Roe Street  
Steilacoom, WA 98388  
253-581-1912

### **PART 3: PROJECT DESCRIPTION**

**Please describe below the overall scope of work**, including all proposed new construction, changes to existing buildings, and any elements to be removed and replaced. *(For complex remodeling projects, it may be beneficial to divide the description into different areas [north façade, west façade] or by type of work [windows, doors, siding]).*

**Attach additional pages if needed.**

**Please describe below all demolition needed for your project.** Demolition of an entire structure requires a separate Application for Certificate of Approval of Demolition. **Attach additional pages if needed.**

## PART 4: SUPPLEMENTS

### How to Use This Table

The following is a table of common projects divided into Categories. For each Category of work there is a corresponding **checklist** designed to help you include the information required for your application.

Find the type of work you are proposing, and attach the corresponding checklist to your application.

If you have any questions regarding what information should be included in your application, please call the Historic Preservation Office at 253-581-1912.

**NOTE: ONLY USE ONE CHECKLIST**

<input type="checkbox"/> Use Checklist A for:	Detached garages New porches Decks Additions Foundations Other Major Work (call the Historic Preservation Officer with questions)	p. 5
<input type="checkbox"/> Use Checklist B for:	Siding Roofing New window or door openings Other Minor (For example, chimney restoration)	p. 6
<input type="checkbox"/> Use Checklist C for:	Windows (replacement or restoration of existing) Doors (replacement or restoration of existing)	p. 7

## **APPLICATION CHECKLIST A**

(For Garages, Porches, Decks, Additions, Foundations, New Construction, and other Major Projects)

CHECKLIST to include the following:\*

<input type="checkbox"/>	Accurate Measured Site Plan (which shows ridgelines and dormers of <u>existing</u> and <u>new</u> buildings)
<input type="checkbox"/>	Accurate Measured Elevation Drawings (all sides, with dimensions, siding materials, windows, and doors indicated)
<input type="checkbox"/>	Photograph(s) of Site and surrounding area
<input type="checkbox"/>	Detail illustrations of trim, casing, balusters, posts and railings (if applicable)
<input type="checkbox"/>	Material samples (ie. stained glass, or if proposing uncommon material)
<input type="checkbox"/>	Paint samples (from hardware store)

In addition to the above, please provide the following information:

Size of new construction (footprint, i.e. 22 X 30':	_____
Overall height and pitch of roof (for new buildings):	_____
Exterior cladding material(s):	_____
Window types and materials:	_____
Door types and materials:	_____
Window trim (attach drawings, catalog sheets, etc. if necessary):	_____
Roof Material:	_____

### **\*ADDITIONAL TIPS**

- *Drawings required for building permits can often be used for PRB Review, as long as information regarding finish detail, exterior materials, and windows and doors are indicated.*
- *Elevations should be scale drawings and should include dimensions, heights, window and door locations, eave overhangs, trim details, and the locations of materials and other elements.*
- *Please include a photograph of existing house (for new garages if the new garage is to match any existing features of the house)*
- *Refer to the adopted Design Standards for more information about design. Contact the Historic Preservation Officer for more information.*

## **APPLICATION SUPPLEMENT CHECKLIST B** (For New Siding, Roofing, and Window and Door Openings)

CHECKLIST to include the following:\*

<input type="checkbox"/>	Elevation drawings (if new windows or doors are to be added where there no existing ones)
<input type="checkbox"/>	Photograph(s) of work area(s)
<input type="checkbox"/>	Detail illustrations of trim and casing
<input type="checkbox"/>	Material samples (if proposing uncommon or new to market material)
<input type="checkbox"/>	Paint samples (from hardware store if applicable)

In addition to the above, please provide the following information:

Proposed Material(s):	_____
Window types and locations:	_____
Exterior cladding material(s):	_____

### **\*ADDITIONAL TIPS**

- *Drawings required for building permits can often be used for PRB Review, as long as information regarding finish detail, exterior materials, and windows and doors are indicated.*
- *Elevations should be scale drawings and should include dimensions, heights, window and door locations and trim details.*
- *Please include a photograph of existing examples (if the new features are to match any existing features of the house).*
- *Refer to the adopted Design Standards for more information about design. Contact the Historic Preservation Officer for more information.*

## **APPLICATION SUPPLEMENT CHECKLIST C** (for Window and Door Replacement and Restoration)

CHECKLIST include the following:\*

<input type="checkbox"/>	Photograph(s) of work area(s) with locations of work indicated (i.e. in pen)
<input type="checkbox"/>	Detail illustrations of trim and casing and window profiles
<input type="checkbox"/>	Catalog cut sheets or product samples

In addition to the above, please provide the following information:

Narrative list of window and door types and locations: .....
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<p><b>*ADDITIONAL TIPS</b></p> <ul style="list-style-type: none"><li>• <i>Drawings required for building permits can often be used for PRB Review, as long as information regarding finish detail, exterior materials, and windows and doors are indicated.</i></li><li>• <i>Please include a photograph of example elements (if new windows or doors are to match any existing features of the house).</i></li><li>• <i>Refer to the adopted Design Standards for more information about design. Contact the Historic Preservation Officer for more information.</i></li></ul>
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