



City of Leavenworth
DEPARTMENT OF DEVELOPMENT SERVICES

ARCHITECTURAL DESIGN REVIEW PERMIT APPLICATION¹

This application must be filled out legibly, in blue or black ink, either hand printed or typewritten

Applicant:

This party shall receive determinations and notices associated with this application.

Last Name: First Name:

Business Name:

Mailing Address: City: State: Zip:

Phone: Email:

I acknowledge that upon issuance of any permit by the City of Leavenworth that it is my obligation to comply with any and all laws, ordinances and regulations governing the type of project permitted whether or not specified in the permit. I acknowledge that the granting of a permit or an approval by the City of Leavenworth does not give any authority to violate or modify the provisions of any other federal, State or local law, ordinance or regulation with respect to regulation of construction, performance of construction and/or operation of the project. I have read and understand the application and have provided information truthfully to the best of my knowledge. I hereby certify that I have read and examined this application and know the same to be true and correct, and if any of the information provided is incorrect, the permit or approval may be revoked.

Applicant Signature: Date:

Property Owner (If Different than Applicant):

If anyone other than the owner of the property is making application, the owner's signed and dated knowledge of and consent to the application must be provided.

Last Name: First Name:

Business / Organization Name:

Mailing Address: City: State: Zip:

Phone: Email:

With my signature I, the owner of the above named property, acknowledge and give permission to the above named applicant to apply for this permit to make changes to my property and to complete any improvements upon my property as outlined in this application or as approved by the City of Leavenworth as part of this permit.

Property Owner Signature: Date:

Property / Project Information:

Physical Address:

Assessor's Tax Parcel ID Number (12 digit): Zoning Designation:

Subdivision Name(s): Block: Lot:

Contractor / Contact Person:

Name:

Mailing Address: City: State: Zip:

Phone: Email:

Contractor's License#: UBI/City Business License#:

¹ This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to LMC Chapter 21.07.

REQUIREMENTS

All required information and fees must be submitted at time of application. Applications which do not include all of the required information and fees may be returned to the applicant².

FEES³:

- New design for, or changes to a structure - valued under \$5,000.....\$100.00
- New design for, or changes to a structure - valued \$5,000 - \$50,000..... \$150.00
- New design for, or changes to a structure - valued \$50,001 and above..... \$200.00
- Changes to building color, roofing, or murals (includes the addition of murals), or other individual elements - when no other improvements are proposed..... \$50.00
- Submittal of revisions to a permit approved in the prior 12 months..... \$100.00
- Re-submittal of projects after being cited for non-compliance with original design approval..... \$175.00
- Any time an application requires a second meeting for review by the Design Review Board due to actions of the applicant, including withdrawal, requesting continuance, design changes or non-attendance, prior to further review by the Board½ of original application fee
- Any time an application requires more than two meetings for review in order to review changes, whether proposed by the applicant or requested by the Board prior to further review by the Board..... \$50.00
- Fence design (Fence Building Permit fees shall also be applicable), outdoor tables, chairs, umbrellas, or other similar elements when no other improvements are proposed \$25.00 (an additional \$25 fee is applicable if the design requires Design Review Board review)
- Administrative Approval, change of design or of individual elements such as landscaping structures, lighting, fences or fence-type walls, garbage enclosures, walkways, plazas or similar structures when they are not proposed in conjunction with a larger project or that would require Board review, as determined by staff \$25.00

GENERAL INFORMATION:

- **Is a Permit Required?** All projects, including new buildings or structures, or changing ANY exterior elements of an existing building or structure, are subject to requirements of Leavenworth Municipal Code (LMC) Chapter 14.08 when located in any of the commercial zones. This may include, but is not limited to, adding elements such as outdoor seating, awnings, umbrellas, landscape structures, mechanical equipment, etc. If you have questions on whether a permit is required, please contact Development Services Department staff at 509-548-5275. Design Review of a project is for *exterior design only* and does not take the place of any other required permits or review such as building or land use permitting. A pre-application conference should be scheduled with the Development Services Department to discuss permit requirements and applicable regulations for new buildings or complicated projects. Design Review is just *part* of the process, and approval of exterior design by the Leavenworth Design Review Board is required before a building permit can be issued.

View the Old World Bavarian Alpine Architectural Theme Code, and examples of Old World Bavarian Alpine buildings and design at <http://www.cityofleavenworth.com/city-government/boards-and-commissions/design-review-board/>
- **Complete the Application (see below).** *Revised drawings or applications will not be accepted by the Design Review Board before they are reviewed by staff.* Please make sure that the application is complete upon submittal and do not bring revised materials to the hearing.
- **Apply at least 14-days prior to a regularly scheduled Design Review Board Meeting.** Prior to transmittal to the Design Review Board, staff prepares a report which verifies that the application is complete and compliant with the applicable technical standards and specifications of the Code, and posts public notice of the hearing.

² Receipt of an application does not constitute a complete application and shall not preclude the City from requesting additional information if new information is required or a change in the proposal occurs, regardless if a decision of completeness has been made.

³ Please note that fees are subject to change without notice. Check with the City of Leavenworth for current fees prior to submittal of your application.

- **Attend the meeting.** The applicant or a representative authorized to speak for the applicant (such as your architect or contractor) is required to attend the hearing in order for the application to be reviewed.
- **Call or email for assistance.** Please consult with Development Services Department staff at 509-548-5275, or planner1@cityofleavenworth.com if you have questions or need assistance. The Design Review Board also welcomes you to consult with them during a regular meeting prior to submitting an application, at no charge! Please call at least 14 days prior to a regular meeting to be put on a meeting agenda.
- **Provide information and applicable drawings with your application which show compliance with the requirements below.** All drawing(s) must be on paper capable of being folded for storage in an 8 ½" x 14" file, and become the property of the City of Leavenworth.

1. Architectural Design Review Application For:

- | | |
|---|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> New Roofing |
| <input type="checkbox"/> Exterior Alteration to an Existing Building | <input type="checkbox"/> Structural (fences etc) |
| <input type="checkbox"/> Changes to an Approved Design During Construction | <input type="checkbox"/> New Building Colors |
| <input type="checkbox"/> Mural(s) excluding commercial wording, in which case a sign permit is required | |
| <input type="checkbox"/> Other _____ | |

2. Briefly describe your proposal - for example, if the proposal is for a new building what is the planned use and are there any special considerations or design elements? If this is a change to an existing building, how does the proposal differ from what is existing? Provide photos of existing structures when possible (use additional pages as necessary):

3. Total Valuation of Proposed Project: _____

4. Total Valuation of Structure (NOT including land value): _____

5. Estimated date of commencement of project: _____

6. Estimated date of completion of project: _____

7. Total monetary value of improvements (interior and exterior) made to the building in the previous 18 months: _____

8. List all improvements made to the exterior of the building in the previous 18 months (use additional pages as necessary):

9. Please mark next to each of the following items your acknowledgement that each item has been completed and attached to this application⁴:

- Nine (9) sets of accurately colored elevation renderings (**include each building elevation**) and/or detail sheets which clearly show materials (include wood species if known), design, and colors of the following:

▪ construction design	▪ roofs (including materials, fascia detail, pitch, overhang distance)
▪ siding	▪ trim
▪ painting	▪ windows and doors (include hardware - knobs, pulls, latches, etc)
▪ fences, railings, and enclosures	▪ walls and foundations
▪ mechanical equipment	▪ vents, louvers, outlets, etc
▪ snow guards	▪ lighting
▪ gutters, downspouts, heat tape	▪ appurtenant features such as clocks, weather vanes, etc
▪ any other details of the overall design	
- Nine (9) sets of site plans (new construction or additions only).
- Nine (9) sets of samples or examples of materials being proposed for use. Please note that bulky samples such as wood blocks and roofing samples are difficult to include in project files. Whenever possible, please provide flat samples or accurately colored copies.

⁴ In lieu of the 9 copies of application materials specified, applicants may submit some items electronically. Please consult with Development Services Department staff before submitting electronically.

- Nine (9) sets of color chips or accurate reproductions of proposed colors/stains to be used.
- If providing a lighting plan at this time, submit the "Lighting Permit Application." Provide nine (9) copies of drawings requested in that application.



City of Leavenworth

2015 DESIGN REVIEW BOARD CALENDAR

700 Highway 2
PO Box 287
Leavenworth, WA 98826

Phone: 509-548-5275
Fax: 509-548-6429
www.cityofleavenworth.com

January	February	March	April
S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	June	July	August
S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	October	November	December
S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

REGULARLY SCHEDULED MEETINGS =

MEETING DATES MAY CHANGE SUBJECT TO BOARD AVAILABILITY

Applications, materials, and fees must be submitted by no later than 1:00 PM a minimum of 14 days prior to a regularly scheduled meeting.

Required submission dates =