



City of Leavenworth
 700 Highway 2 / Post Office Box 287
 Leavenworth, Washington 98826 (509)
 548-5275 / Fax: (509) 548-6429 Web:
www.cityofleavenworth.com

Design Review Application

Please print with blue or black ink or use auto-fill to complete.

Site Information

Project Address: _____ Parcel Number: _____

Application Date: _____

Applicant (owner or person authorized by the owner to make application and sign)

Last Name: _____ First Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Owner (if different from applicant)

Last Name: _____ First Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Architect/Designer

Contact Name: _____ Business Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

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.
 - ❖ Design Review of a project is for *exterior design only* and does not take the place of any other required permits, such as building or land use permit. Design Review is *part* of the building permit process, and approval of exterior design by the Leavenworth Design Review Board is required before a building permit can be issued.
- **Design Guidelines.** View the Code, lettering, a portfolio of sign examples, and approved colors at <http://www.cityofleavenworth.com/city-government/boards-and-commissions/design-review-board/>.
- **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 1/2" x 14" file and become the property of the City of Leavenworth.
- **Consultation/Hearing Dates.** The Design Review Board meets the second and fourth Wednesday of every month in City Hall at 3 pm, subject to cancelation. For a free consultation with the Board, please call at least 14 days prior to a regular meeting to be put on the meeting agenda. Drop-ins will be reviewed if time permits. Permit review applications, support materials and fees are due before 1:00 p.m. two weeks prior to the meeting date.

REQUIRED INFORMATION:

1. Architectural Design Review Application For:

New Construction	New Roofing	Lighting
Structural (fences, etc.)	New Building Colors	Exterior Alteration to an Existing Bldg.
Changes to Approved Design (<i>during construction</i>)		Mural(s) (excluding commercial wording)
Other _____		Sign

2. Total Valuation of Proposed Project: _____
3. Total Valuation of Structure (NOT including land value): _____
4. Estimated date of commencement of project: _____
5. Estimated date of completion of project: _____
6. Monetary value of all improvements (*interior and exterior*) made to the building in the previous 18 months: _____

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

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

- One (1) electronic form (staff may require actual samples and/or paper form) 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:

<input checked="" type="checkbox"/> Trim	<input checked="" type="checkbox"/> Mechanical equipment	<input checked="" type="checkbox"/> Windows and doors (include hardware - knobs, pulls, latches, etc.)
<input checked="" type="checkbox"/> Siding	<input checked="" type="checkbox"/> Vents, louvers, outlets, etc.	<input checked="" type="checkbox"/> Roofs (including materials, fascia detail, pitch, overhang distance)
<input checked="" type="checkbox"/> Painting	<input checked="" type="checkbox"/> Gutters, downspouts, heat tape	<input checked="" type="checkbox"/> Any other details of the overall design
<input checked="" type="checkbox"/> Lighting	<input checked="" type="checkbox"/> Fences, railings, and enclosures	
<input checked="" type="checkbox"/> Snow guards	<input checked="" type="checkbox"/> Appurtenant features such as clocks, weather vanes, etc.	
<input checked="" type="checkbox"/> Construction design		
<input checked="" type="checkbox"/> Walls and foundations		
- Color chips or accurate reproductions of proposed colors/stains to be used.
- 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.
- Site plan(s) for new construction or additions only.
- If requesting a lighting permit, provide additional information consistent with the Lighting Supplemental.
- If requesting a sign permit, provide additional information consistent with the Sign Supplemental.
- Applicable fees have been or will be paid prior to scheduling a Hearing¹.

Acknowledgements

I agree to pay all applicable fees associated with the processing of this permit, per the City's fee schedule, regardless of whether the permit is issued and/or picked up or withdrawn or otherwise abandoned.

All provisions of laws and ordinances governing the type of project shall be complied with whether specified herein or not. The granting of the permit or an approval does not presume to give authority to violate or cancel the provisions of any federal, state, or local laws regulating construction, the performance of construction, and/or operation of the project or use.

By signing, I hereby certify that I am the property owner or authorized to sign on behalf of the owner. I certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct, and if any of the information provided is incorrect, the permit or approval may be revoked.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

¹ 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.