

City of Roslyn Application for Certificate of Appropriateness

Introduction

The Roslyn Historic Preservation Commission (RHPC) welcomes you to the historic preservation community. Ownership of a designated historic building makes you a steward of Roslyn history. The Certificate of Appropriateness review process is designed to preserve the distinct character of Roslyn's designated historic properties.

What is a Designated Historic Property?

A designated historic property is one that is listed on the Roslyn Register of Historic Places as defined by Roslyn Ordinance 915. The property may be a building, structure, site, or object of architectural, historical, or cultural significance.

Certificate of Appropriateness Application

All owners of designated historic properties in Roslyn are required to obtain a Certificate of Appropriateness *before* making any exterior changes to their property. The Roslyn City Clerk must receive *completed* Certificate of Appropriateness Applications at least *three weeks* prior to the scheduled commission meeting in order to be placed on the agenda.

Work Requiring a RHPC Review

All modifications that result in a significant change in the external appearance of a site, structure, or object require RHPC 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 RHPC

- Ordinary maintenance
- Repainting
- Re-roofing with the same material of 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 RHPC and Certificate of Appropriateness is issued.
- Denied demolition permit for proposed demolition until plans are reviewed by the RHPC.
- Subject to removal from the Roslyn Register of Historic Places.

Modification Criteria for Property Owners

Property owners seeking to alter designated structures or sites may find guidance in **The Roslyn Historic Commission's Standards and Guidelines for Preservation, Rehabilitation, Restoration, and Reconstruction for Historic Properties**. Copies are available at Roslyn City Hall. 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 harmony of:
 - Materials
 - Scale
 - Size
 - Height
 - Design
 - Placement

Certificate of Appropriateness Application Process

1. Property owner must file a Certificate of Appropriateness Application with Roslyn City Clerk not less than 21 days prior to the regular scheduled RHPC meeting held the third Thursday of each month.

2. **Three sets 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 as appropriate

3. The RHPC shall conduct a Certificate of Appropriateness review at a regular Historic Commission meeting. The Commission shall evaluate the work proposed and make recommendations and suggestions regarding the project.

Submit Completed Certificate of Appropriateness Application to:

The City of Roslyn
City Clerk
100 E. Pennsylvania Avenue
PO Box 451
Roslyn, WA 98941
509-649-3105
FAX 509-649-3174

Certificate of Appropriateness

The RHPC shall complete its review and makes its recommendation within 30 days of the date of receipt of the application. If the Commission is unable to process the application, it may ask for an extension of time. The Commission shall issue its recommendation in writing, and any conditions agreed to by the applicant shall become conditions of approval of the permits granted. If the property owner agrees to the commission's recommendations, a Certificate of Appropriateness shall be issued with the signatures of the owner and of the chairman of the Roslyn Historic Preservation Commission. The Certificate is **not** a permit for work. The Certificate and application packet must be taken to the building official and/or permitting agency for issuance of a work permit.

Waivers of Certificate of Appropriateness

A waiver of Certificate of Appropriateness may be issued by the RHPC in cases where the Commission has reviewed a proposed whole or partial demolition of a local register property and failing to find alternatives to demolition, issued a waiver allowing the building official to issue a permit for demolition.

Certificate of Appropriateness Historic Residential Site Project Checklist		
Project	RHPC Review Required	Owner's Discretion
Primary Building Changes:		
Building exterior new construction	X	
Building demolition	X	
Alterations in exterior materials	X	
Building interior alterations		X
Accessory Building Changes: (Outbuildings i.e. garages, sheds, wash houses, smoke houses, chicken coops, dovecotes, barns, and greenhouses)		
Building exterior new construction	X	
Building demolition	X	
Alterations in exterior materials	X	
Building interior alterations ¹	X	X
General Improvements		
Roofing or Siding		
Same material/color		X
Change material/color	X	
Chimneys, windows, shutters, awnings, doors, exterior staircases, porches		
Same material/color/style		X
Change material/color/style	X	

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 RHPC review.

Project	RHPC Review Required	Owner's Discretion
Lot Improvements:		
Driveway alterations	X	
Sidewalk alterations	X	
Patio or deck changes	X	
Exterior staircase changes in style/materials	X	
Retaining wall alterations/addition	X	
Fence changes in style/materials	X	
Landscape ponds, fountains, bbqs, dog-houses, trellises		X
Hot tub, swimming pool	X	
Landscaping		
Yard lighting		X
Irrigation system		X
Planting or removal Of shrubs, ground cover, or hedges		X
Removal of healthy trees	X	

See Roslyn Historic Preservation Commission's Standard's and Guidelines for Preservation, Rehabilitation, Restoration, and Reconstruction for Historic Properties for guidance.

City of Roslyn Certificate of Appropriateness Application

Applicant Information (please type or print legibly)

Property Address _____

Applicant Name* _____

*If the applicant is not the owner, s/he should be authorized by the owner to commit changes proposed to the Roslyn Historic Preservation Commission.

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Property Owner _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

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

- Conceptual Review:** Discuss with the Commission preliminary design ideas for a project. The Commission will address the appropriateness of the proposal and provide helpful advice.
- New Construction:** Construction of a new building, additions, garages, sheds, fences, gazebos or other structures on a designated property.
- Exterior Building Alteration:** Includes, but is not limited to, all exterior changes to an existing building.
- Site Alterations:** Removing or adding landscaping features that will alter the appearance of the property. Includes, but is not limited to, roads,

fencing, retaining walls, walks, patios, and in the case of cemeteries, grave markers and plot demarcations. Site alteration also includes tree removal, land clearing, grading and filling.

- Signs or Graphics:** Installation of a sign or graphic on a building, or on the property site.
- Demolition:** Removal of any building feature(s) or the razing of any structure(s). For all demolitions, the applicant must include a written reason for the demolition, the proposed reuse of the site, evidence of funding and a time frame for project initiation and completion.
- Special Valuation Project:** An owner of a Roslyn Registered property (as approved by the RHPC) can apply for a 10-year property tax reduction based on the amount spent on an approved project. The minimum amount of the 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:** _____

Work Description (please type or print legibly)

Describe the proposed project in detail, 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.

Consult **The Roslyn Historic Commission's Standards and Guidelines for Preservation, Rehabilitation, Restoration, and Reconstruction for Historic Properties** for additional information. The information you give to the Historic Commission is the only description that they will have of your design. It must accurately illustrate what you have in mind. If you are not sure exactly how you want your alteration to look, call the Roslyn City Clerk to schedule a pre-submittal conference to discuss your project with the Historic Commission.

Materials to submit with application:

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.

Drawings for conceptual review, new construction or graphics/signage: Three complete sets must be submitted. One set of drawings must be 11" by 17" size or smaller. The Commission will keep this set. 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
- **Site plan:** A site plan must be included for new construction, additions, site graphics, demolition, fencing and major site alterations. The site plan shall show all existing structures and or/features in question, and their relationship to adjacent structure(s) and/or feature(s) and proposed structures; 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, windows, etc.)

Owner/Applicant Signature

I certify that I have read the introduction to this application and that the information I have included, and any accompanying documentation, is complete and accurate to the best of my knowledge. I further certify that I, the applicant, have been authorized by the owner to commit to changes proposed by the Commission.

Signature of Owner or Applicant _____

Date _____

Application Accepted/Rejected:

Application accepted by Roslyn Historic Preservation Commission:

Signature _____ Date _____

Application rejected by Roslyn Historic Preservation Commission:

Signature _____ Date _____

Findings of Fact of Roslyn Historic Preservation Commission: