

**Historic Preservation Committee
Administrative Design Review
Of Proposals Within the National Historic Landmark District**

| APPLICATION #: | BLD: | HPC: |
|--|-------------|-------------|
| Applicant Name: | | |
| Mailing Address: | | |
| Day Phone: | | |
| Email Address: | | |
| Architect/Designer/Representative: | | |
| Day Phone: | | |
| Email Address: | | |
| Project Street Address: | | |
| Legal Description: | | |
| Parcel Number: | | |
| Property Owner Name (if different from Applicant): | | |
| Day Phone: | | |
| Project Description (more space on back): | | |
| | | |

All applicants and property owners must sign the application below to signify agreement with the proposed application.

The Applicant(s) hereby certifies that all of the above statements and information contained in any exhibits, plot plans, or other transmittals made herewith are true and provide an accurate presentation of the proposed project. The applicant(s) acknowledges that any action taken by the City of Port Townsend based in whole or in part on this application may be reversed if it develops that any such statement or other information contained herein is false.

The undersigned hereby saves and holds the City of Port Townsend harmless from any and all causes of action, judgments, claims, or demands, or from any liability of any nature arising from any noncompliance with any restrictive covenants, plat restrictions, deed restrictions, or other restrictions which may have been established by parties other than the City of Port Townsend.

Applicant

Date

Property Owner (if different from applicant)

Date

OVER

**Historic Preservation Committee (HPC)
Administrative Design Review
Basic Submittal Requirements ***

1. One (1) copy of the following:

- Completed and signed Design Review application form.
- Site plan showing proposed project location.
- Design plan on paper no larger than 11x17:
 - dimensioned floor plans showing addition or proposed change
 - colors, with actual color chips
 - exterior elevation(s) showing addition or proposed change
- \$57.50 (cash or check made out to the City of Port Townsend)

2. After submittal:

- If needed, PCD staff will let you know what further information is needed to obtain approval for the project.
- Please do not begin your project until other City permits that may be applicable to your project, such as building permits and sign permits, are issued.

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| Additional Project Description: |
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**** To see if your project can be administratively approved, please consult PCD staff.***

