

HOQUIAM HISTORIC PRESERVATION COMMISSION  
- CITY OF HOQUIAM -  
609 8<sup>TH</sup> STREET  
HOQUIAM, WASHINGTON 98550  
360.532.5700 x 211

## CERTIFICATE OF APPROPRIATENESS APPLICATION

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### INTRODUCTION

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

#### **Who applies for a Certificate of Appropriateness?**

All owners of designated historic properties in Hoquiam are required to obtain a Certificate of Appropriateness *before* making any interior or exterior changes to their property. The Hoquiam City Planner 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.

#### **What is a Designated Historic Property?**

A designated historic property is one that is listed on the Hoquiam Register of Historic Places as defined by Hoquiam Municipal Code (HMC) 10.06. The property may be a building, structure, site, or object of architectural, historical or cultural significance.

#### **What work requires Certificate of Appropriateness review by the HHPC?**

- Demolition
- Alteration
- New construction within historic district
- Change of use

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#### **What work is exempt from Certificate of Appropriateness review by the HHPC?**

- Ordinary maintenance and repair
- Painting or selection of color
- Emergency measures as defined in HMC 10.06

#### **Why apply for a Certificate of Appropriateness?**

Property owners of designated historic properties who fail to apply for a Certificate of Appropriateness may be:

- Denied building permit for proposed work until plans are reviewed by the HHPC and Certificate of Appropriateness is issued.
- Denied demolition permit for proposed demolition until plans are reviewed by the HHPC
- Subject to removal from the Hoquiam Register of Historic Places

#### **What are the standards by which the Certificate of Appropriateness is reviewed?**

Property owners seeking to alter designated structures or sites may find guidance in the Secretary of the Interior's Standards for Rehabilitation as established in the Federal Code of Regulations (36 CFR 67).

[www.nps.gov/history/hps/tps/tax/rehabstandards.htm](http://www.nps.gov/history/hps/tps/tax/rehabstandards.htm)

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## INSTRUCTIONS

Complete the Property Identification and Legal Description Section of this application packet and submit all additional documentation as listed below.

Date Submitted: \_\_\_\_\_

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### PROPERTY IDENTIFICATION and LEGAL DESCRIPTION

Property Name \_\_\_\_\_

Property Address \_\_\_\_\_

Property Owner \_\_\_\_\_

Owner's Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone (include area code) \_\_\_\_\_ Email Address \_\_\_\_\_

Parcel # \_\_\_\_\_

Legal Description \_\_\_\_\_

Date listed on Hoquiam Register of Historic Places: \_\_\_\_\_

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### ADDITIONAL DOCUMENTATION

The following additional documentation is required to describe the existing conditions, the proposed alterations, and the impact the alterations will have on the designated historic property listed above. Complete all items listed under the section best describing the work proposed.

#### 1. ALTERATIONS TO DESIGNATED HISTORIC PROPERTY, *not* over 25% of the assessed property value

Please include the following materials as attachments to this application packet:

- A copy of the approved Hoquiam Register of Historic Places nomination form.
- A written statement describing the proposed work. Provide description of changes proposed for signs, re-roofing, re-siding, fences, parking lots and landscaping, etc.
- Photographs of existing historic structures and features to be altered (elevations, facades, etc.) – Photos should be 4" x 6" minimum format prints with negatives or digital files on clearly labeled compact disk. All photos or digital files shall be clearly labeled to identify location, subjects, and direction the photograph was taken. For rehabilitation or restoration work, provide historic photographs and statement of physical or documentary evidence for proposed changes particularly if replacement is proposed.
- Working drawings as required to show how proposed alterations would affect historic elements listed on the Hoquiam Register of Historic Places nomination form.
- Materials, samples and additional photographs may be required by the Commission.

#### 2. ALTERATIONS TO DESIGNATED HISTORIC PROPERTY, *over* 25% of the assessed property value

In addition to the items listed above, please include the following materials only if the alterations you are proposing are over 25% of the assessed property value. *\*BY MAJORITY VOTE OF THE COMMISSION, INDIVIDUAL REQUIREMENTS OF THIS SECTION MAY BE WAIVED.*

- A scaled site plan illustrating existing conditions and proposed alterations of historic property, including but not limited to:
  - Dimensions of historic structures and site features relative to property lines and existing buildings adjacent to the property.

- Any planting or landscaping, parking lots, driveways, sidewalks and patios, mechanical equipment and other appurtenances such as walls, gates and accessory buildings.
- Features mentioned in the approved Hoquiam Register of Historic Places nomination form, their condition, and description of how the proposed alterations shall affect them.
- Building elevations and typical building cross section illustrating existing conditions and proposed alterations, including but not limited to:
  - Vertical dimensions.
  - Existing grade.
  - Existing and proposed finish materials (siding, roofing, windows, etc.)
  - Types of outdoor light fixtures.
  - Design and location of signage.
  - Features mentioned in the approved Hoquiam Register of Historic Places nomination form, their condition and description of how the proposed alterations shall affect them.
- If historic significance is related to interior features, provide floor plans illustrating existing conditions and proposed alterations, including but not limited to:
  - The arrangement of interior spaces.
  - Location of windows and doors.
  - Features mentioned in the approved Hoquiam Register of Historic Places nomination form, their condition, and description of how the proposed alterations shall affect them.

### **3. COMPLETE OR PARTIAL DEMOLITION OF DESIGNATED HISTORIC PROPERTY**

Please include the following materials as attachments to this application packet:

- A copy of the approved Hoquiam Register of Historic Places nomination form.
- Reason or justification for demolition (include statements of why the structure or feature is not salvageable or why it cannot be maintained, including description of structural integrity).
- Photographs of all sides of historic structure and the interior. See photograph format and labeling requirements under section 1 above.
- Survey plat.
- Description and drawings of any planned new construction.
- Any additional documentation required by the Commission.

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**SIGNATURE OF PROPERTY OWNER**

Dated \_\_\_\_\_

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**APPLICATION ACCEPTED/REJECTED:**

Application accepted by Hoquiam Historic Preservation Commission:

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Application rejected by Hoquiam Historic Preservation Commission:

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Waiver of Certificate of Appropriateness issued by Hoquiam Historic Preservation Commission:

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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Findings of Fact of Hoquiam Historic Preservation Commission: