

APPLY ONLINE ONLY

HISTORIC DESIGN REVIEW

Of Proposal(s)

Within the National Historic Landmark District

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

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

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

1. Two copies of the following:

- Completed and signed Design Review application form.
- Site plan showing proposed project location.
- Design plan:
 - dimensioned floor plans showing addition or proposed change
 - colors, with actual color chips
 - exterior elevation(s) showing addition or proposed change
- \$115.00 (cash or check made out to the City of Port Townsend)

2. At the meeting:

- You or someone acting in your place must attend or your application will be continued to the next meeting. You will be asked to give a brief, informal presentation.
- You will know at the meeting if your project is approved or not.
- If approved, you will receive written confirmation in a few days following the meeting.
- If not approved, the Committee will let you know what further information would be 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.

Meetings are held monthly on Tuesdays, as needed (unless they fall on a holiday). They begin at 3:00 p.m. in the 3rd floor conference room of City Hall, 250 Madison Street, Port Townsend. **Applications shall be submitted at least 10 business days prior to the next meeting to be considered. This will allow staff to distribute the materials to the HPC committee members for review prior to the meeting.**

**** If your project is a major remodel or restoration, significant addition, new building, partial or full demolition, or is for Special Tax Valuation, additional submittal information and/or fees may be required. Please speak with a PCD planner with questions before submittal.***