



CITY OF ABERDEEN
Community Development Department

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ABERDEEN HISTORIC REGISTER CONSTRUCTION APPLICATION

No person shall change the use, construct any new building or structure, or reconstruct, alter, restore, remodel, repair, move, or demolish any existing property on the city's Historic Register or within an historic district on the City of Aberdeen Register without review by the Commission and without receipt of a Certificate of Appropriateness, or in the case of demolition, a waiver, as a result of the review. The review shall apply to all interior and exterior features of the property that contribute to its designation and are listed on the nomination form. Ordinary repair and maintenance as defined by AMC [17.50.020\(Q\)](#) and emergency measures as defined by AMC [17.50.020\(K\)](#), do not require a Certificate of Appropriateness or review by the commission.

Review process.

1. *Requests for review and issuance of a Certificate of Appropriateness or waiver.* The Community Development Director or his/her designee shall report any application for a permit to work on a Historical Register property or property in a historic district to the Commission. If the activity is not exempt from review, the Commission or staff shall notify the applicant of the review requirements. The city shall not issue any permit for work on the property until a Certificate of Appropriateness or a waiver is received from the Commission. City staff shall assist the Commission in considering building and fire code requirements.
2. *Commission review.*
 - a. The owner or his/her agent (architect, contractor, lessee, etc.) shall apply to the Commission for a review of proposed changes on a Historic Register property or within a historic district and request a Certificate of Appropriateness or, in the case of demolition, a waiver. Each application for review of proposed changes shall be accompanied by such information as is required by the Commission in its rules for review of the proposed project.
 - b. The Commission shall meet with the applicant and review the proposed work according to the design review criteria established in rules. All action taken on the application shall be taken at a regular meeting of the Commission or, if the review is conducted at a special meeting, action shall be taken only after public notice as provided in AMC [17.50.040B\(5\)](#).
 - c. The Commission shall complete its review and make its recommendations in writing within thirty (30) calendar days from its meeting with the applicant unless the applicant grants an extension or the Commission makes written findings that a specified amount of additional time is needed to complete its review of a proposed change.
 - d. The Commission's recommendations shall be in writing and shall state the findings of fact and conclusions relied upon in reaching its decision. The Commission shall issue a Certificate of Appropriateness upon the owner's acceptance of the Commission's recommendations. Any conditions agreed to by the applicant shall become conditions of approval of the permits granted by the city.
 - e. The Commission's recommendations and any Certificate of Appropriateness issued shall be transmitted to the building or zoning official. No permit shall be issued by the city unless a Certificate of Appropriateness has been issued.

Please upload and attach to this file the following additional information. This is required in order to process your request in a timely manner.

- 1) **Application Page**: Please answer completely, all of the questions on the application page (below). Failure to answer any of the questions may cause a delay in the acceptance of the application.
- 2) **Vicinity Map**: Please upload and attached a vicinity map to this application. Place a small circle (roughly 1 inch) around the area in which your property is located.
- 3) **Map Page**: Please upload and attached a map page to this application that is drawn to an engineering scale with a north arrow, including the following information:
 - a) Dimensions of all existing lots.
 - b) Adjacent street names.
 - c) Existing structures and distances to property lines.
 - d) Proposed structures and distances to property lines, if any.
 - e) Identify parcels as Lot 1, Lot 2, etc., so they match the legal description of the property, If you do not know the legal description, Grays Harbor County Assessor's office has that information. They can be reached at 360.249.4121 or at www.co.grays-harbor.wa.us/government/treasurer/parcel_search.php
- 4) **Photographs**: Please upload and attached to this application comprehensive exterior and interior (if applicable to this project) photographs of the historic property before and after rehabilitation and architectural plans or other legible drawings.
- 5) **Cost Estimate**: Please attach an estimate of the anticipated costs for the project.
- 6) **Additional Information**: Please attach any additional information that you feel will help the Commission reach a decision.

Please answer all questions to the best of your ability. You may attach separate pages if necessary. If you have any questions contact the Community Development Department at the City of Aberdeen.

APPLICATION PAGE

1. Date:

2. Situs Address:

3. Property Name:

4. Parcel Number:

5. Legal Description:

6. Applicant and/or Owner Name:

7. Mailing Address:

8. Email:

9. Phone:

10. Category of Property:
(Choose One)

11. Project Description. Please provide a project description explaining why you need a Certificate of Appropriateness for this project.

I hereby certify that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the above statements and those contained in any papers or plans submitted herewith are true to the best of my knowledge.

Applicant Signature:

Date:

Owner Signature: (if different)

Date: