

# APPLICATION FOR CERTIFICATE OF APPROPRIATENESS FOR THE SPOKANE REGISTER OF HISTORIC PLACES

Please include *all* of the following information with your application. Insufficient application materials will result in a delay in processing of your application. Payment must be filed with the Certificate of Appropriateness. If you have any questions regarding application requirements or management standards for properties listed on the Spokane Register of Historic Places, please call the Historic Preservation Officer at 509.625.6300.

## PART 1: PROPERTY INFORMATION

Building/Property Name _____	
Building/Property Address _____	
Property Owner's Name (printed) _____	
Property Owner's Address _____	zip code _____
Property Owner's Phone _____	Email _____

## PART 2: TYPE OF WORK FOR WHICH COA IS BEING REQUESTED Mark all that apply.

<input type="checkbox"/> Exterior remodeling
<input type="checkbox"/> Change of exterior color
<input type="checkbox"/> New construction (an addition or a new building)
<input type="checkbox"/> Signs/awnings/lighting
<input type="checkbox"/> Demolition
<input type="checkbox"/> Preliminary Review
<input type="checkbox"/> Change of use
<input type="checkbox"/> Other: please describe _____
Estimated cost of proposed work \$ _____

## PART 3: APPLICATION CHECKLIST

You may be required to provide the following information.

<input type="checkbox"/> General overview of project, including quantities and dimensions of elements
<input type="checkbox"/> List of features to be removed, replaced or added
<input type="checkbox"/> Site plan/location map and scale elevations (for any additions or new construction)*
<input type="checkbox"/> Details of method(s) of attachment for signs, awnings and canopies*
<input type="checkbox"/> Color photographs of existing conditions. Please provide digitally.
<input type="checkbox"/> True color paint and/or finish samples (for change of exterior color)*
* if applicable



SPOKANE CITY-COUNTY HISTORIC PRESERVATION OFFICE  
808 W. Spokane Falls Blvd.  
Spokane, Washington 99201  
Phone (509) 625-6300  
Fax (509) 625-6013  
Email: [preservation@spokaneicty.org](mailto:preservation@spokaneicty.org)  
[www.historyspokane.org](http://www.historyspokane.org)



**PART 4: PROJECT NARRATIVE AND DESCRIPTION**

Please use the space below to describe the project. Attach additional pages if necessary. All proposed changes must be included in this description. Please see APPLICATION CHECKLIST (previous page).

I hereby certify that I am the owner of the property or that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his/her authorized agent.

Many certificates can be approved by staff within a few working days; however, some are referred to the Landmarks Commission for review. If the application is referred to the Commission, I understand that a public hearing notice will be published. The Commission meets the third Wednesday of every month in the Briefing Center, City Hall, 808 W. Spokane Falls Blvd, at a time to be determined. The completed application must be submitted no later than 21 days prior to the scheduled meeting. Once a Certificate of Appropriateness is obtained, it may be necessary to apply for a building or zoning permit.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Owner or Authorized Agent

**FOR OFFICE USE ONLY**

The Historic Preservation Officer and/or the Landmarks Commission have reviewed the Certificate of Appropriateness and recommend, in conformance with Spokane Municipal Code Chapter 17D.040 and Spokane County Code 1.48:

- Preliminary Approval of Certificate of Appropriateness
- Final Approval of Certificate of Appropriateness
- Denial of Certificate of Appropriateness

Historic Preservation Officer \_\_\_\_\_ Date \_\_\_\_\_



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## PART 5: INSTRUCTIONS

### STEPS FOR SUBMITTING APPLICATIONS

1. **Application:** The application for a Certificate of Appropriateness may be obtained from the Historic Preservation Office, City Hall, 808 W. Spokane Falls Blvd., (509) 625-6300 or can be found online at [www.historicspokane.org](http://www.historicspokane.org)
2. **Receipt of Request:** Complete and return the application with payment made out to the City of Spokane. A request will then be made to the [Landmarks Commission](#) for design review of the proposed action, if deemed necessary by the Historic Preservation Officer. The application must be submitted at least 21 days prior to the Landmarks Commission's next scheduled meeting (by the last Wednesday of the month prior to the desired Commission meeting). Commission staff will transmit copies of the request and any supplemental information to the Landmarks Commission members, the property owner(s) or applicant, and interested parties of record, 14 days prior to the next scheduled meeting of the Landmarks Commission.
3. **Landmarks Commission Review:** At its next scheduled meeting, the [Landmarks Commission](#) shall review the request and decide whether to issue a Certificate of Appropriateness.

**PLEASE NOTE:** Commission Meetings are held on the third Wednesday of each month at 3:00 p.m., unless otherwise noted, in the Council Briefing Center, Lower Level, City Hall.  
For the current meeting date and agenda, visit [www.historicspokane.org](http://www.historicspokane.org).

4. **Application Fees (contact office for appropriate fee):**
  - a) \$25.00 - Administrative Review of a Certificate of Appropriateness application
  - b) \$75.00 - Public Hearing/Landmarks Commission Review of a Certificate of Appropriateness application

Should the request for a Certificate of Appropriateness be denied, the owner(s) have the right to arbitration as set forth in Spokane Municipal Code Chapter 17D.040 and Spokane County Code 1.48. In unusual or complex cases, the owner(s), Commission, or the Historic Preservation Officer may request that specific [negotiated management standards](#) be developed for modifications to particular properties.

**Submit** the completed application and application fee (payable to City of Spokane) to:

Spokane City-County Historic Preservation Office  
City Hall, Third Floor  
808 W. Spokane Falls Boulevard  
Spokane, Washington 99201  
Phone: 509.625.6300  
Fax: 509.625.6013  
Email: [preservation@spokanecity.org](mailto:preservation@spokanecity.org)



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