



**CITY OF LEAVENWORTH
DEPARTMENT OF COMMUNITY DEVELOPMENT**

DESIGN REVIEW PERMIT APPLICATION

This application must be filled out legibly, in blue or black ink, either hand printed or typewritten

Applicant¹:

Last Name: _____ First Name: _____ M.I. _____

Business Name: _____

Physical Address of Proposed Sign(s): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Assessor's Tax Parcel Number of Property: _____

Subdivision Name: _____ Block: _____ Lot: _____

Property Owner (If Different than Applicant²):

Last Name (Entity/Business Name): _____ First Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

With my signature I acknowledge and give permission to the above named applicant to apply for this permit to make changes to my property and to complete any improvements upon my property as outlined in this application or as approved by the City of Leavenworth.

Property Owner Signature: _____

Contractor:

Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

License#: _____ City Business License#: _____

Contact Person :

Name: _____ Phone: _____

¹ This shall be the person designated to receive determinations and notices required under provisions of the Leavenworth Municipal Code and State Law.
² If more than one property owner, please use additional sheets as necessary in order to provide information for each owner.

Design Review Application For:

- New Construction
- New Roofing
- Exterior Alteration to an Existing Building
- New Building Colors
- Structural (fences etc)
- Mural(s) (excluding commercial wording, in which case a sign permit is required*)

Total Valuation of Proposed Project: _____

Total Valuation of Structure: _____

Estimated date of commencement of project: _____

Estimated date of completion of project: _____

Monetary value of improvements (interior *and* exterior) made to the building in the previous 18 months: _____

List all improvements made to the exterior of the building in the previous 18 months: _____

Briefly describe your proposal (for example, if the proposal is for a new building what is the planned use and are there any special considerations or design elements? If this is a change to an existing building, how does the proposal differ from what is existing? Provide photos of existing structures when possible):

*Design Review for Signage, Lighting and Fencing require separate permits. Please contact City Hall for details.

DESIGN REVIEW PERMIT APPLICATION

All required information and fees must be submitted at time of application.

FEES:

- New design for, or changes to a structure valued under \$5,000.....\$100
- New design for, or changes to a structure valued \$5,000 - \$50,000 \$150
- New design for, or changes to a structure valued \$50,001 and above \$200
- Changes to building color, roofing, or murals (includes the addition of murals), when no other improvements are proposed\$50
- Submittal of revisions to a permit approved in the prior 12 months \$100
- Re-submittal of projects after being cited for non-compliance with original design approval.....\$175
- Any time an application requires a second meeting for review by the Design Review Board due to actions of the applicant, including withdrawal, requesting continuance, design changes, or non-attendance, payment shall be made prior to further review by the Design Review Board in the amount of ½ of original application fee
- Any time an application requires more than two meetings for review in order to review changes, whether proposed by the applicant or requested by the Design Review Board, payment shall be made prior to further review by the Board in the amount of.....\$50

REQUIREMENTS:

- Your project is subject to requirements of Leavenworth Municipal Code (LMC) chapter 14.08 if it is in any of the commercial zones and you are building a new building, remodeling existing exterior construction, performing a substantial alteration or remodel, adding elements such as seating, awnings, etc. or painting your building a new color. Please consult the Old World Bavarian Alpine Architectural Theme Code, **LMC 14.08**, for complete information and requirements. The Code is available online at www.cityofleavenworth/design/htm. You may also contact the Community Development Department at 509-548-5275 for further information regarding your proposal, including the option of receiving Design Review Board input before submitting formal application.
- The Design Review of your project is for *exterior design only*. It does not take the place of any other required permits or review such as building permits, conditional use permits, shoreline permits, special use permits etc. A pre-application conference should be scheduled with the Community Development Department to find out which permits and regulations are applicable to your project. Design Review is just *part* of the process, and approval of your exterior design by the Design Review Board is required before a building permit can be issued.
- Upon submission, this application will be reviewed by staff for completeness and compliance to LMC 14.08. You will then be contacted to be apprised of your applications completeness and date of Design Review Board (DRB) review. The application **must be deemed complete**, and fees paid, by 1:00 p.m. on the Monday of the week prior to the Design Review Board's regularly scheduled meeting in order to be placed on the agenda. Incomplete applications may be delayed until the following meeting in order for staff review and reporting. PLEASE NOTE: The applicant or a representative authorized to speak for the applicant is required to attend the meeting at which this application will be reviewed.

- This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to LMC Chapter 21.07.
- All drawing(s) and samples must be on paper capable of being folded for storage in an 8 ½” x 14” file, and become the property of the City of Leavenworth.
- **Include all of the following information and applicable drawings with your application[‡].**
Applications which do not include all of the following information may be returned to the applicant.

- Eight (8) sets of accurately colored elevation renderings (**include each building elevation**) which clearly show the following:
 - construction design,
 - roof pitch and material,
 - siding materials and color,
 - trim,
 - painting,
 - fences and railings,
 - walls and foundations,
 - mechanical enclosures,
 - snow guards,
 - gutters and downspouts, and
 - any other details of the overall design.

Provide separate sheets for details such as decorative painting or scroll-work as necessary for review;

- Eight (8) sets of color chips or accurate reproductions of proposed colors/stains to be used;
- Eight (8) sets of samples or examples of materials being proposed for use. Please note that bulky samples such as wood blocks and roofing samples are difficult to include in project files. Whenever possible, please provide flat samples or accurately colored copies;
- If providing a lighting plan at this time, submit pages 2 & 3 of the “Lighting Permit Application”. Provide eight (8) copies of drawings requested in that application.

“I have read and understand the above application and have answered truthfully to the best of my knowledge.”

Applicant Signature: _____ Date: _____

[‡] In lieu of the 8 copies of application materials specified, applicants may submit some items electronically. Please consult with Community Development Department staff before submitting electronically.

