



**City of Leavenworth  
DEPARTMENT OF DEVELOPMENT SERVICES**

**ARCHITECTURAL DESIGN REVIEW PERMIT APPLICATION<sup>1</sup>**

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

**Applicant** (the owner or person entitled to receive notices associated with permits for this project)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I acknowledge that upon issuance of any permit by the City of Leavenworth that it is my obligation to comply with any and all laws, ordinances and regulations governing the type of project permitted whether or not specified in the permit. I acknowledge that the granting of a permit or an approval by the City of Leavenworth does not give any authority to violate or modify the provisions of any other federal, State or local law, ordinance or regulation with respect to regulation of construction, performance of construction and/or operation of the project. I have read and understand the application and have provided information truthfully to the best of my knowledge.

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

**Physical Address of Proposal**

Address: \_\_\_\_\_

Assessor's Tax Parcel Number of Property: \_\_\_\_\_

**Property Owner** (if anyone other than the owner of the property is making application, the owner's signed and dated knowledge of and consent to the application must be provided)

Last Name (Business Name): \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

With my signature I, the owner of the above named property, 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 as part of this permit.

Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Contractor**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor's License#: \_\_\_\_\_ UBI/City Business License#: \_\_\_\_\_

**Contact Person**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

<sup>1</sup> 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.

## IS A PERMIT REQUIRED?

All projects, including new buildings or structures, or changing ANY exterior elements of an existing building or structure, are subject to requirements of Leavenworth Municipal Code (LMC) Chapter 14.08 when located in any of the commercial zones. Some projects may be exempt from the requirement to obtain a permit, but must still meet the provisions of the Code, including but not limited to adding elements such as seating, awnings, umbrellas, landscape structures, mechanical equipment etc. If you have questions on whether a permit is required, please contact Development Services Department staff at 509-548-5275.

Design Review of a project is for *exterior design only* and does not take the place of any other required permits or review such as building or land use permitting. A pre-application conference should be scheduled with the Development Services Department to discuss permit requirements and applicable regulations for new buildings or complicated projects. Design Review is just *part* of the process, and approval of exterior design by the Leavenworth Design Review Board is required before a building permit can be issued.

View the Old World Bavarian Alpine Architectural Theme Code, and examples of Old World Bavarian Alpine buildings and design at <http://www.cityofleavenworth.com/city-government/boards-and-commissions/design-review-board/>

## TO OBTAIN A PERMIT

➤ **Submit your application.** See pages 3 and 4 for additional requirements.

- **Complete the Application (see pages 1 and 4 of this form) and include all of the required information, drawings, and fees with your application.** Applications that do not include all the required information, drawings, and fees will not be accepted as complete and may be returned to the applicant, which stops permit processing<sup>2</sup>. All drawing(s) 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. *Revised drawings or applications will not be accepted by the Design Review Board (DRB) before they are reviewed by staff.* Please make sure that the application is complete upon submittal and do not bring revised materials to the hearing.

### Fees<sup>3</sup>:

- 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) only ..... \$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
- Fence design (Fence Building Permit fees shall also be applicable) ..... \$25  
(an additional \$25 fee is applicable if the design required Design Review Board review)

- **Apply at least 14-days prior to a regularly scheduled Design Review Board Meeting.** Prior to transmittal to the Design Review Board, Development Services staff prepares a report which verifies that the application is complete and compliant with the applicable technical standards and specifications of the Code, and posts public notice of the hearing.

<sup>2</sup> Receipt of an application does not constitute a complete application and shall not preclude the City from requesting additional information if new information is required or a change in the proposal occurs, regardless if a decision of completeness has been made.

<sup>3</sup> Fees are subject to change without notice.

- **Attend the meeting.** The applicant or a representative authorized to speak for the applicant (such as your architect or contractor) is required to attend the Design Review Board hearing in order for the application to be reviewed.
- **Call or email for assistance.** Please consult with Development Services Department staff at 509-548-5275, or [planner1@cityofleavenworth.com](mailto:planner1@cityofleavenworth.com) if you have questions or need assistance. The Design Review Board also welcomes you to consult with them during a regular meeting prior to submitting an application. Please call to be put on a meeting agenda!

## 2014 DESIGN REVIEW BOARD CALENDAR



City of Leavenworth

700 Highway 2  
PO Box 287  
Leavenworth, WA 98826

Phone: 509-548-5275  
Fax: 509-548-6429  
[www.cityofleavenworth.com](http://www.cityofleavenworth.com)

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REGULARLY SCHEDULED MEETINGS =

MEETING DATES MAY CHANGE SUBJECT TO BOARD AVAILABILITY

Applications, materials, and fees must be submitted by no later than 1:00 PM a minimum of 14 days prior to a regularly scheduled meeting.

Required submission dates =

# **DESIGN REVIEW PERMIT APPLICATION**

## **Architectural Design Review Application For**

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

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 (use additional pages as necessary):

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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 (use additional pages as necessary):

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### **Include all of the following information and applicable drawings with your application<sup>4</sup>.**

- Nine (9) sets of accurately colored elevation renderings (**include each building elevation**) and/or detail sheets which clearly show materials (include wood species if known), design, and colors of the following:
  - construction design
  - siding
  - painting
  - fences, railings, and enclosures
  - mechanical equipment
  - gutters and downspouts
  - any other details of the overall design
  - roofs (including pitch)
  - trim
  - windows and doors (include hardware)
  - walls and foundations
  - snow guards
  - appurtenant features such as clocks, weather vanes, etc
- Nine (9) sets of color chips or accurate reproductions of proposed colors/stains to be used;
- Nine (9) 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.
- Nine (9) sets of site plans (new construction or additions only);
- If providing a lighting plan at this time, submit pages 2 & 3 of the "Lighting Permit Application." Provide nine (9) copies of drawings requested in that application.

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<sup>4</sup> In lieu of the 9 copies of application materials specified, applicants may submit some items electronically. Please consult with Development Services Department staff before submitting electronically.