



**CITY OF LEAVENWORTH
DEPARTMENT OF COMMUNITY DEVELOPMENT**

DESIGN REVIEW PERMIT APPLICATION

Applicant:

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

Business Name: _____

Physical Address of Proposed Project: _____

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

Phone: _____ Email: _____

Assessors' Tax Parcel Number of Property: _____

Subdivision Name: _____ Block: _____ Lot: _____

Property Owner (If Different than Applicant):

Last Name: _____ First Name: _____

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

Phone: _____ Email: _____

Contractor:

Name: _____

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

Phone: _____ Email: _____

License #: _____ City Business License #: _____

Contact Person:

Name: _____ Phone: _____

Design Review Application For:

- | | |
|--|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Structural |
| <input type="checkbox"/> New Roofing | <input type="checkbox"/> Mural(s) (excluding commercial wording, in which case a sign permit is required*) |
| <input type="checkbox"/> Exterior Alteration | |
| <input type="checkbox"/> New Building Colors | |

Total Valuation of Proposed Project: _____

Total Valuation of Structure: _____

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

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

FEES:

- Structures valued under \$5,000 = \$50.00
- Structures valued \$5,000-\$50,000 = \$150.00
- Structures valued over \$50,000 = \$200.00
- Re-submittal of an approved design = \$100.00
- Re-submittal of a rejected design = \$175.00

REQUIREMENTS:

- Your project is subject to Design Review requirements if it is in any of the commercial zones and you are building a new building, remodeling existing exterior construction, doing a substantial alteration or remodel, or painting your building a new color. Please consult the Old World Bavarian Alpine Architectural Theme Code in **Chapter 14.08 of the Leavenworth Municipal Code** for complete information and requirements. The Code is available online at www.cityofleavenworth/design/htm .
- 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, 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 Leavenworth Municipal Code. You will then be contacted to be apprised of your applications completeness and/or date of Design Review Board (DRB) review. The application **must be deemed complete**, and fees paid, a *minimum* of seven days prior to the Design Review Board's regularly scheduled meeting in order to be placed on the agenda. In order for staff to determine if the application addresses all elements of the Leavenworth Municipal Code and deem it complete, it is recommended that applications and all relevant materials be submitted *at least* 10 working days prior to the Board's regular meeting. Applications that are submitted the week prior to the Board's regular meeting (1-8 working days) 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.
- 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.
- **Include all of the following information and applicable drawings with your application.** Applications that do not include all the required information showing compliance with the Leavenworth Municipal Code, and the materials requested below, will not be accepted as complete and will be returned to the applicant.
 1. Plans for your project, including:
 - Eight (8) sets of colored elevation renderings (or rough sketches for initial review) which clearly show construction design, roofing material, siding materials, trim, painting, or any other details
 - 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
 - If providing lighting plan at this time, submit pages 2 & 3 of "Lighting Permit Application". Provide eight (8) copies of drawings requested in that application.

