

REQUEST FOR APPROVAL FOR ALTERATION

Please submit this form prior to undertaking any work that may impact a property under the terms of the preservation easement. Consult your property's easement for specific requirements.

APPLICANT INFORMATION

Date of request: _____

Name of Property: _____

- Property is a City of Seattle Landmark or in a historic district (if so, the appropriate [Certificate of Approval Application](#) should be submitted with this form)

Property Address: _____

Owner/Applicant Name: _____

Mailing Address: _____ Phone Number: _____

Email: _____ Organization/LLC: _____

PROJECT DESCRIPTION

Estimated start date: _____ Estimated completion date: _____

Description of project scope, including specific treatments and materials (attach supplemental sheets if necessary):

SUPPLEMENTAL DOCUMENTATION

In addition to the foregoing information, please include the following, where applicable:

- REQUIRED:** Photographs of any existing features that would be altered and photographs showing the context of those features such as the building facade(s) where they are located.
- Elevation drawings/architectural plans
- Contact information for contractor and/or architect
- Sample of proposed color(s), finishes, or other materials
- Other documentation: _____

APPLICANT AUTHORIZATION

- I have reviewed the above information and submitted the proposed project plans to the best of my knowledge and ability.

Owner Signature: _____ Date: _____

Applicant Signature if other than owner: _____ Date: _____

Please print, sign, and scan or mail the form to the address listed below.

SUBMITTING YOUR REQUEST

You may submit your request in digital or physical format to:

Historic Seattle
Attn: David McClain, Asset and Property Manager
1117 Minor Avenue
Seattle, WA 98101
davidm@historicseattle.org
t: (206) 622-6952 ext. 228 | f: (206) 622-1197

Historic Seattle assesses all proposed alterations according to the Secretary of Interior's Standards for Rehabilitation. For more information, please review the standards at:
<https://www.nps.gov/tps/standards/rehabilitation.htm>