



DEVELOPMENT SERVICES

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Historic Residence Alteration Application Instructions

Planning Department

Complete this form to submit at City Hall. Or, use mybuildingpermit.com to submit your application entirely online.

A complete Historic Residence Alteration Application must include the cover sheet, a project description and photographs as described in detail below, and fee.

Project Description:

The project description consists of a written description of the proposal accompanied by photographs and/or drawings illustrating the present condition and proposed alterations to a landmark property. The project description should discuss in detail any proposed alterations or additions to any element of a landmark property identified as a feature of significance in the designation report.

The significant character defining features vary for each historic residence, but most often include all of the building exterior, highly distinctive portions of the interior, outbuildings, elements of the landscape, and/or the site itself. To verify what elements of a project should be discussed in the application, contact Todd Scott, Design Review Coordinator at 206.296.8636. For each feature of the historic residence affected by the proposed project:

1. Describe the location and current condition of the feature (reference photographs). Provide information about the original design and material of the feature, if know, including date of construction. Historic photographs may be helpful in determining the original appearance.
2. Describe proposed alterations (reference photographs/drawings). Discuss the reason for the proposed intervention and reason for selecting proposed alternative.
3. Provide specific information about materials i.e. metal roofing, paint colors, or planting, which are proposed for use in the restoration/rehabilitation project. Include samples or specifications.
4. The application must also include photographs, drawings, and/or color photocopies, which clearly illustrate the existing conditions and the proposed work. Please also include a copy of the approved historic residence designation, which should be on file in the Planning Department.

A sample project description is included in this form for reference.

Fees

Payment to the City of Kirkland for the filing fee and, if applicable, Environmental Checklist fee. [See fee schedule.](#)

Application Submittal: Return completed application and fees to:

City of Kirkland
Planning and Building Department
123 5th Avenue
Kirkland, WA 98033

Please Note:

Applicants are encouraged to confer with the King County Historic Preservation staff prior to submitting an application. To discuss your anticipated project, please contact Todd Scott, Design Review Coordinator, at (206) 296-8636.

Historic Residence Alteration Sample Project Description
(Photographs, drawings, and samples are referenced but not attached here)

Property: Historic Residence, 1905

Project Summary: Restoration of front porch; repainting of the entire structure.

Porch:

Present condition: The porch presently consists of an asphalt shingle roof supported by wrought-iron posts. The wooden porch floor is also deteriorated. The porch is presently in disrepair and pulling away from the main structure. (Photographs 1-5) The current porch reflects alterations which occurred sometime after 1940. The configuration of the original porch, is revealed by the 1940 tax assessor's photograph, as well as earlier photographs. The historic photographs reveal that the porch originally had four turned wooden posts supporting a hipped, wood shingle roof. (Photographs 6-8).

Proposed work: Restoration of the original porch using a design based on historic photographs (Drawing 1). Preliminary investigation of the porch roof indicates that the original framing is still in place; however the wood has suffered severe water damage due to leaks in the porch roof, and may need to be replaced.

Painting:

Present condition: The house, last painted over 20 years ago, is presently white. Field examination indicates that the home was originally gray with beige trim and window surrounds. The window muntins were painted black. The colors of the original porch cannot be verified, but we believe that the porch paint scheme most likely matched the house.

Proposed work: Repaint the house in the original color scheme, using paints indicated on the enclosed samples. The porch posts and brackets will be painted beige to match the trim on the house. The porch floor will be painted a slightly darker gray than the main structure.

Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

Title VI: Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3011 or titlevicoordinator@kirklandwa.gov.