



## MASON COUNTY HISTORIC PRESERVATION COMMISSION

Mason County DCD  
615 W Alder Street,  
Shelton, WA 98584

# CERTIFICATE OF APPROPRIATENESS APPLICATION

## INTRODUCTION

The Mason County Historic Preservation Commission (MCHPC) welcomes you to the historic preservation community. Ownership of a designated historic building makes you a steward of Mason County history. The Certificate of Appropriateness review process is designed to preserve the distinct character of Mason County's designated historic places.

### **Who applies for a Certificate of Appropriateness?**

All owners of designated historic properties in Mason County are required to obtain a Certificate of Appropriateness *before* making any changes to any feature of the property, interior and exterior, that contribute to its designation and are listed on the Mason County Historic Preservation Commission nomination form. The Mason County Community Development Director or his/her designee must receive *completed* Certificate of Appropriateness Applications at least *three weeks* prior to the scheduled commission meeting in order to be placed on the agenda.

### **What is a Designated Historic Property?**

A designated historic property is one that is listed on the Mason County Register of Historic Places as defined by Mason County Historic Preservation Ordinance Title 17 Chapter 17.40 - Mason County Code. The property may be a building, structure, site, or object of architectural, historical or cultural significance.

### **What work requires Certificate of Appropriateness review by the MCHPC?**

- Any work that changes the use, constructs any new buildings or structures, or reconstructs, alters, restores, remodels, repairs, moves or demolishes any existing property or damages, defaces or changes the fundamental character of a traditional cultural place or landscape building, structure, site, or object on the Mason County Register of Historic Places.

### **What work is exempt from a Certificate of Appropriateness review by the MCHPC?**

- Ordinary repair and maintenance, which includes painting, or emergency measures as defined in Section 17.40.120(K, Q) of the Mason County Historic Preservation Ordinance Title 17 Chapter 17.40 - Mason County Code.

### **Why apply for a Certificate of Appropriateness?**

Property owners of designated historic properties who fail to apply for a Certificate of Appropriateness may be:

- Denied building permit for proposed work until plans are reviewed by the MCHPC and Certificate of Appropriateness is issued.
- Denied demolition permit for proposed demolition until plans are reviewed by the MCHPC.
- Subject to removal from the Mason County Register of Historic Places.

**What are the standards by which the Certificate of Appropriateness is reviewed?**

Property owners seeking to alter designated structures or sites may find guidance in the Secretary of the Interior's Standards for Rehabilitation as established in the Federal Code of Regulations (36 CFR 67).

<https://www.nps.gov/tps/standards/rehabilitation.htm>

**APPLICATION FOR MASON COUNTY HISTORIC PRESERVATION COMMISSION  
CERTIFICATE OF APPROPRIATNESS**

**INSTRUCTIONS**

Complete the Property Identification and submit all additional documentation as listed below.

**PROPERTY IDENTIFICATION and LEGAL DESCRIPTION**

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

Property Address: \_\_\_\_\_  
Street City State Zip Code

Owners Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: (include area code) ( ) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Parcel Number: \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

## **ADDITIONAL DOCUMENTATION:**

The following additional documentation is required to describe the existing conditions, the proposed alterations, and the impact the alterations will have on the designated historic property listed above. Complete all items listed under the section best describing the work proposed.

### **1. ALTERATIONS TO DESIGNATED HISTORIC PROPERTY.**

Please include the following materials as attachments to this application packet:

- o A written statement describing the proposed work. Provide description of changes proposed for signs, re-roofing, re-siding, fences, parking lots and landscaping, etc.
- o Photographs of existing historic structures and features to be altered (elevations, facades, etc.) -Photos should be 4" x 6" minimum format prints or digital files on clearly labeled compact disk. All photos or digital files shall be clearly labeled to identify location, subjects, and direction the photograph was taken.
- o For rehabilitation or restoration work, provide historic photographs and statement of physical or documentary evidence for proposed changes particularly if replacement is proposed.
- o Materials, samples and additional photographs may be required by the Commission.

### **2. COMPLETE OR PARTIAL DEMOLITION OF DESIGNATED HISTORIC PROPERTY.**

Please include the following materials as attachments to this application packet:

- o Reason or justification for demolition (include statements of why the structure or feature is not salvageable or why it cannot be maintained, including description of structural integrity).
- o Photographs of all sides of historic structure and the interior. See photograph format and labeling requirements under Section I above.
- o Survey plat.
- o Description and drawings of any planned new construction.

### **3. ADDITIONAL DOCUMENTATION MAY BE REQUIRED.**

In addition to the items listed above, the following materials may be required to support the application as determined by a majority vote of the Commission after initial review of the application.

- o A scaled site plan illustrating existing conditions and proposed alterations of historic property, including but not limited to:
  - Dimensions of historic structures and site features relative to property lines and existing buildings adjacent to the property.
  - Any planting or landscaping, parking lots, driveways, sidewalks and patios, mechanical equipment and other appurtenances such as walls, gates and accessory buildings.
- o Features mentioned in the approved Mason County Register of Historic Places nomination form, their condition, and description of how the proposed alterations shall affect them.
- o If applicable, building elevations and typical building cross section illustrating existing conditions and proposed Alterations including but not limited to:
  - Vertical dimensions.
  - Existing grade.
  - Existing and proposed finish materials (siding, roofing, windows, etc.)
  - Types of outdoor light fixtures.
  - Design and location of signage.
- o If historic significance is related to interior features, provide floor plans illustrating existing conditions and proposed alterations, including but not limited to:

- The arrangement of interior spaces.
  - Location of windows and doors.
  - Features mentioned in the approved Mason County Register of Historic Places nomination form, their condition, and description of how the proposed alterations shall affect them.
- o Any additional documentation required by the Commission.

Serial # \_\_\_\_\_ - \_\_\_\_\_

**MASON COUNTY HISTORIC PRESERVATION COMMISSION**  
**CERTIFICATE OF APPROPRIATNESS**  
**APPLICATION ACCEPTED/REJECTED**

Findings of Fact of Mason County Historic Preservation Commission:

Application accepted by Mason County Historic Preservation Commission:

Signature \_\_\_\_\_  
Chair

Date: \_\_\_/\_\_\_/\_\_\_

Application rejected by Mason County Historic Preservation Commission:

Signature \_\_\_\_\_  
Chair

Date: \_\_\_/\_\_\_/\_\_\_

Waiver of Certificate of Appropriateness Issued by Mason County Historic Preservation Commission

Signature \_\_\_\_\_  
Chair

Date: \_\_\_/\_\_\_/\_\_\_