



ABERDEEN HISTORIC REGISTER CONSTRUCTION/DEMOLITION INFORMATION SHEET

NOW THAT I AM LISTED ON THE HISTORIC REGISTER WHAT DO I NEED TO KNOW ABOUT FUTURE REPAIRS/UPGRADES/ADDITIONS TO MY HOME OR BUILDING?

The first step is to set up a meeting with the City of Aberdeen, Community Development Department to discuss the plans for your property and to determine whether or not a Certificate of Appropriateness (CA) is necessary for the proposed work. Whenever a building permit or other City approval is applied for on a Historic Register property, whether or not the project requires a CA, the Commission shall be notified. If the activity is not exempt from review by the Commission, City staff shall notify the applicant of the review requirements. The city shall not issue any permit for work on the property until a Certificate of Appropriateness is received from the Commission. City staff shall assist the Commission in considering building and fire code requirements.

The Commission will review the proposed work for the following considerations:

1. The owner or his/her agent (architect, contractor, lessee, etc.) shall apply to the Commission for a review of proposed changes on Historic Register property or within a historic district and request a Certificate of Appropriateness or, in the case of demolition, a waiver. Each application for review or proposed changes shall be accompanied by such information as is required by the Commission in its rules for review of the proposed project.
2. The Commission shall meet with the applicant and review the proposed work according to the design review criteria established in rules. All action taken on the application shall be taken at a regular meeting of the Commission or, if the review is conducted at a special meeting, action shall be taken only after public notice as provided in AMC 17.50.040B(5).
3. The Commission shall complete its review and make its recommendations in writing within thirty (30) calendar days from its meeting with the applicant unless the commission requests an extension from the applicant.
4. The Commission's recommendations shall be in writing and shall state the findings of fact and conclusions relied upon in reaching its decision. The Commission shall issue a Certificate of Appropriateness upon the owner's acceptance of the Commission's recommendations. Any conditions agreed to by the applicant shall become conditions of approval of the permits granted by the city.
5. The Commission's recommendations and any Certificate of Appropriateness issued shall be transmitted to the building and zoning official. No permit shall be issued by the city unless a Certificate of Appropriateness has been issued.

The Historic Preservation Commission does not expect that buildings remain exactly as when they were built, nor does it expect that buildings will be restored to their original condition. Contemporary design for alterations and additions will be encourage when they do not destroy historical material and when the design is compatible with the size, scale, material and character of the property and its environment. **COMPLIANCE IS VOLUNTARY UNLESS THE PROPERTY IS IN ONE OF THE CITY'S HISTORIC DISTRICTS, THEN IT IS MANDATORY.**

WHAT DO I DO NOW, MY PROPERTY IS LISTED ON THE HISTORIC REGISTER AND IT NEEDS TO BE DEMOLISHED?

A waiver of the Certificate of Appropriateness is required before a permit may be issued to allow whole or partial demolition of a Historical Register property or property in a Historic District. The Commission shall grant a waiver if it finds the property in questions meets any of the following criteria and if the proposed demolition is determined to substantially improve or correct any of the following conditions:

1. The property constitutes a hazard to the safety of the public or to the structure's occupants.
2. The property is a deterrent to a major improvement program that will be of substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing and environmental clearances.
3. Retaining the property will cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner's control created the hardship and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.
4. Retaining the property is not in the interest of the majority of the community.

The owner or his/her agent shall apply to the Commission for a review of the proposed demolition and request a waiver. The applicant shall meet with the Commission in an attempt to find alternatives to demolition. The Commission shall issue its decision, in writing, within forth-five (45) calendar days from the initial meeting with the applicant, unless either party grants an extension. If no alternative to demolition has been agreed to during the review process, the Commission shall issue a written decision granting or denying the waiver. A copy of the Commission's decision shall be provided to the official in charge of issuing the demolition permit.

The official in charge of issuing the demolition permit may include a condition allowing the Commission up to 45 additional calendar days to develop alternatives to demolition.

The Commission may require any owner granted a waiver to document the loss of the Historic Register property by means determined by the Commission, which shall at a minimum include recent or historic photographs of the interior and exterior, construction plans if available, and a written history of the building outlining the historic significance.

Any conditions agreed to by the applicant in the review process shall become conditions of approval of the permits granted by the city.

The Commission shall remove the property from the city's Historic Register after the property is demolished.

WHAT IF I DO NOT AGREE WITH THE COMMISSION'S FINDINGS?

Any Commission decision regarding issuance or denial of a Certificate of Appropriateness or waiver of a Certificate of Appropriateness may be appealed to the City Council within ten days.

Standing to appeal the Commission's decision shall be limited to the following person(s), pursuant to the Washington State Land Use Petition Act (36.70C.060 RCW):

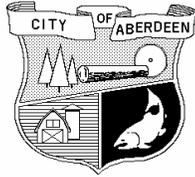
1. The applicant and/or the owner of property to which the Commission's decision is directed.
2. Person(s) aggrieved or adversely affected by the Commission's decision, or who would be aggrieved or adversely affected by a reversal or modification of the Commission's decision.

Appeals must be in writing and clearly state the errors of fact or law alleged.

Any appeal from the decision of the City Council must be filed in Superior Court and served on the city no later than twenty-one (21) calendar days following the date of the City Council's decision or appeal is thereafter barred.

WHERE ARE APPLICATIONS AND MORE INFORMATION AVAILABLE?

Contact: City of Aberdeen, Community Development Department
Attn: Lisa Scott, Director
200 East Market Street
Aberdeen, WA 98520
(360) 537-3238
lscott@aberdeenwa.gov
www.aberdeeninfo.com



ABERDEEN HISTORIC REGISTER CONSTRUCTION/DEMOLITION APPLICATION

Date Submitted: _____

PROPERTY IDENTIFICATION

Property Name: _____

Address: _____

Parcel Number: _____

LEGAL DESCRIPTION

Legal Description: _____

PROPERTY OWNER(S), ADDRESS AND ZIP CODE

Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____ Email Address: _____

CATEGORY OF PROPERTY (Choose One)

- Building District Object (statue, grave marker, vessel, etc.)
- Archaeological Site Cemetery/Burial Site Structure (bridge, etc.)
- Historic Site (site of an important event)
- Traditional cultural landscape (habitation, agricultural, industrial, recreational, etc.)

MAP AND PHOTOGRAPHS

Comprehensive exterior and interior photographs of the historic property before and after rehabilitation and architectural plans or other legible drawings depicting the completed rehabilitation work are required.

DOCUMENTATION

A notarized affidavit attesting to the actual cost of the rehabilitation work completed prior to the date of application and the period of time during which the work was performed and documentation of both to be made available to the Commission upon request; and for properties located within historic districts, in addition to the standard application documentation, a statement from the Secretary of the Interior or appropriate local official, indicating the property is a certified historic structure.



CERTIFICATION

- I/We further understand that compliance with the Historic Commission’s advice is voluntary except when mandated by the building official.
- I/We understand and have read the Aberdeen Historic Register Construction/Demolition Information Sheet.

Historic Property Address: _____

Owner(s) Signature(s): _____
(all owners must sign)

Date: _____

SEND THIS COMPLETED FORM WITH ALL ATTACHMENTS TO:

City of Aberdeen – Community Development Department
200 East Market Street
Aberdeen, WA 98520

Questions?

Contact: Lisa Scott
Phone: (360) 537-3238
Email: lscott@aberdeenwa.gov