

**Historic Preservation Review Board
 Review Process & Request**

Application date	Tax parcel number	Job site address/physical location of property
Name of legal property owner		Phone number Email address
Property owner mailing address		
Authorized agent (Letter of Agent Authorization req.)		Phone number Email address
Authorized agent mailing address		
Are you seeking Historic Preservation incentives (height or parking) for this project? If yes, please describe.		
<p align="center">Historic Preservation Review Board: Review Process</p> <p>The Historic Preservation Review Board (HPRB) meets twice a month on the second and fourth Wednesday. To get your project on the HPRB Agenda we must receive 7 (seven) sets of the materials outlined below, on 8.5"x 11" paper, no later than noon on Tuesday, the week preceding the HPRB meeting. Questions? Call 360.378.2810 ext. 241. In order to provide help with design solutions and offer informed recommendations to applicants during the review process, the Historic Preservation Review Board (HPRB) relies upon the following applicant information:</p> <ol style="list-style-type: none"> A comprehensive written description of the proposed modifications to the existing building or of the proposed new construction including scope of work, materials, areas of demolition/new construction, etc. A site plan to scale that indicates the dimensions of the lot, the location of existing buildings, and the location of additions or new buildings. Also to be indicated: parking, signs, fencing, & landscaping. A plan to scale showing elevations, and section drawings. Drawings should include materials to be used, window design, signs, exterior lighting with keyed dimensions. Detailed drawings of new or altered architectural features and trim. A description or sample of new exterior materials to be used, including the types of windows, roofing, and siding. (Product pamphlets describing the materials/products you propose to use can be obtained from the product vendor and/or from their websites online.) Photographs: When the HPRB is reviewing projects within the Historic District, it is helpful to have photographs of applicable buildings, sites, and streetscapes. Applicants are encouraged to include vintage or contemporary photographs that illustrate what you are proposing. Look around Friday Harbor, can you find examples of similar features that will demonstrate your concept? <p>Please refer to the Town of Friday Harbor's <i>Historic Preservation Manual</i> for guidelines applicable to your proposed project and the historic district. Copies are available at Town Hall.</p>		
Signature of Owner or Authorized Agent*		Date
*If signed by the Authorized Agent, please attach a Letter of Agent Authorization signed by owner or a letter from and signed by the owner authorizing representation of the proposed work.		
TOWN OF FRIDAY HARBOR USE ONLY:		
Date of HPRB Design Review: _____		Number of Documents Received: _____
HPRB Decision: Complies _____ Does Not Comply _____ Design Review Summary is Attached _____		