

Historic Preservation Review Board Review Process & Request

Application date	Tax parcel number		
Name of legal property owner		Phone number	
Property owner mailing address			
Agent		Agent phone number	
Agent address			
Job site address/physical location of property			
Are you seeking Historic Preservation incentives (height or parking) for this project?			
<p>The Historic Preservation Review Board meets twice a month on the second and fourth Wednesday. To get your project on the HPRB Agenda we must receive seven 8.5 x 11" sets of the materials outlined below no later than noon on Tuesday, the week preceding the HPRB meeting. Questions? Call 360.378.2810. 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>			
1. A brief written description of the proposed modifications to the existing building or of the proposed new construction. 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.			
2. A site plan 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.			
3. Blueprints – plan, elevation, and section drawings. Drawings should include window design, signs, and exterior lighting. Elevation information is mandatory.			
4. Detailed drawings of new or altered architectural features and trim.			
5. 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.)			
6. Photographs: When 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?			
Signature of Owner or Authorized Agent*			Date
*If signed by the Authorized Agent, please attach a copy of the contractual authorization agreement signed by owner, or a letter from the owner authorizing representation the proposed work.			
Town of Friday Harbor Staff to complete the following:			
Date of HPRB Design Review: _____			
Number of Documents Received: _____			
HPRB Decision: _____ Complies _____ Does Not Comply _____ Design Review Summary is Attached			