



# APPLICATION CHECKLIST

## Certificate Of Appropriateness (COA) – Town of Coupeville

Ebey's Landing National Historical Reserve

---

### FILLING OUT AN APPLICATION:

- Neatly print all information and provide signatures in **blue** ink.
- **If someone other than the property owner is applying for the permit, the application must be accompanied by a signed and notarized Agent Authorization Form** which is included in the COA application forms.

---

### Please use the following checklist to ensure you provide all items listed below (CTC 16.13.130.C):

#### Applicant/Staff

- Completed Application Form, including original signatures of property owner(s) and applicable fees. Applicable fees, as established by the Town of Coupeville. Check with staff to confirm application fee. Review fees are generally \$50 for Level A; \$100 for Level B; \$150 for Level C application, \$200 for Level C application (historic buildings in commercial use).
- Level A applications: One printed or digital copy  
Level B applications: One printed or digital copy of entire application packet  
Level C applications: One printed or digital copy of entire application packet
- Signed and notarized original Agent Authorization form if someone other than the property owner is applying for permit (included in COA application forms).
- Complete description of the proposed work.
- Scaled site plan depicting the following:
  - Location and dimensions of proposed structures and improvements
  - Location and dimensions of existing structures and other improvements, such as buildings, driveways, utilities, propane tanks, fuels tanks and fences, including significant trees and vegetation.
  - Assessor parcel number.
  - North Arrow and scale of drawing.
  - Distance between existing property lines and existing or proposed structures.
  - Building setbacks per zoning requirements (see TCC 16.12.030).
  - Location of adjacent streets and easements with access to parcel.
- Scaled design elevations of new structures or improvements, alterations, and additions. (Show both existing and proposed.) (Required for building structures.)
- Clear color photographs of the building, object, site, structure, and adjacent properties.
- Samples of construction materials (when requested by staff). For historic buildings, submit new material samples for comparison with the existing or the original building materials.
- Any supplemental information deemed necessary and requested by the Town for review of the application (this usually related to complex or large-scale projects).

**If the parcel is located in an archaeological area, any future development must be in compliance with all applicable laws pertaining to archaeological resources (RCW 27.53, 27.44 and WAC 25-48) and human remains (RCW 68.50). Development permit applications may require an archaeological survey report to be submitted along with the application.**



## Ebey's Landing National Historical Reserve Certificate of Appropriateness Application

**REVIEWED TO THE EBHEY'S LANDING HISTORICAL RESERVE DESIGN GUIDELINES BY ISLAND COUNTY (Island County Code 17.04A) AND THE TOWN OF COUPEVILLE (Coupeville Town Code Chapter 16.13) IN COOPERATION WITH THE TRUST BOARD OF EBHEY'S LANDING NATIONAL HISTORICAL RESERVE AND THE HISTORIC PRESERVATION COMMISSION**

I, the undersigned, do hereby respectfully make application for your review of my request concerning the property described below:

- Applicant(s) (main contact person):** *Agent for owner must complete the authorization on page 4*

\_\_\_\_\_

\_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

- Property Owner(s):**

\_\_\_\_\_

\_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

- Address of Subject Property:**

\_\_\_\_\_

- Assessor's Parcel Number:**

\_\_\_\_\_

- Zone:** \_\_\_\_\_

**Present Use of Property (check all that apply):**

<b>Residential</b>		<b>Agricultural</b>		<b>Other</b>	
<b>Commercial</b>		<b>Institutional</b>			

**DESCRIPTION OF PROPOSED WORK:**

---

---

---

---

---

---

---

---

*Note: Please refer to the checklist on page 3 of this application for required submittal materials*

**Existing & Proposed Materials:** Type n/a if not applicable

Doors: *(existing)* \_\_\_\_\_ *(proposed)* \_\_\_\_\_  
Windows: \_\_\_\_\_  
Deck/Railing: \_\_\_\_\_  
Stairs/Ramp: \_\_\_\_\_  
Siding: \_\_\_\_\_  
Roofing: \_\_\_\_\_  
Fence: \_\_\_\_\_

Type Y or N

- Does the proposed project involve a Historic Building?**     Yes     No  
**Is the property within 100 feet of a historic building?**     Yes     No  
**Is there a Conservation Easement on the property?**     Yes     No

*If yes, please include easement information with application packet*

**Applicant's Acknowledgment**

I am familiar with the Ebey's Reserve Design Guidelines as they pertain to my project. I certify by my signature below that the information in this application is accurate and complete. Planning staff has permission to copy materials, including architectural drawings, necessary for the review of my application.

\_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature

**Typically, applications require the following information**

*For projects that are not complex, feel free to ask if the standard submittal requirements are necessary.*

- Clear color photographs of the building, overall site, nearby structures, and any adjacent properties.
- A complete description of the intended work.
- A scaled site plan depicting existing and proposed structures and improvements; including significant trees, tree planting, vegetative buffering, and landscaping. Include driveways and nearby roads for context and an "N" (north) arrow.
- Scaled design elevations of new structures or improvements, alterations, and additions. (Show both existing and proposed).
- Samples of construction materials (when requested). For historic buildings, submit new material samples for comparison with the existing or the original building materials.
- Any supplemental information deemed necessary and requested by the County or Town for review of the application (this usually relates to complex or large-scale projects.)
- Agent Authorization Form (page 4 if needed)
- Applicable Planning & Review Fees

*Review fees are generally \$50 for Level A; \$100 for Level B; \$150 for Level C (check with staff to confirm appropriate application fee)*

**FOR STAFF USE ONLY**

**Review Authority - based upon the application description and project location within the Reserve**

Staff: \_\_\_\_\_ Level A

HRC: \_\_\_\_\_ Level B

HPC decision: \_\_\_\_\_ Level C

HPC recommendation: \_\_\_\_\_ Level D

Land Use \_\_\_\_\_ Construction \_\_\_\_\_

**ADDITIONAL NOTES:**

---



---



---



---



---

## Agent Authorization Form

I, \_\_\_\_\_, the owner(s) of the subject property, understand that by completing this form I hereby authorize \_\_\_\_\_ to act as my agent. I understand that said agent will be authorized to submit applications on my behalf. I also understand that once an application has been submitted that all future correspondence will be directed to said agent.

1) \_\_\_\_\_  
Property Owner Name(s) (print)

\_\_\_\_\_  
Signature(s)

2) \_\_\_\_\_  
Property Owner Name(s) (print)

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date

**State of Washington**            )  
**County of** \_\_\_\_\_ )

I certify that I know or have satisfactory evidence that \_\_\_\_\_ signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in this instrument.

Dated \_\_\_\_\_

Signature of  
Notary Public \_\_\_\_\_

Printed Name \_\_\_\_\_

Residing at \_\_\_\_\_

My appointment expires \_\_\_\_\_

1) \_\_\_\_\_  
Property Owner Name(s) (print)

\_\_\_\_\_  
Signature(s)

2) \_\_\_\_\_  
Property Owner Name(s) (print)

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date

**State of Washington**            )  
**County of** \_\_\_\_\_ )

I certify that I know or have satisfactory evidence that \_\_\_\_\_ signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in this instrument.

Dated \_\_\_\_\_

Signature of  
Notary Public \_\_\_\_\_

Printed Name \_\_\_\_\_

Residing at \_\_\_\_\_

My appointment expires \_\_\_\_\_