



City of Corvallis

Historic Preservation Permit Application

Community Development Department - Planning Division
501 SW Madison, P. O. Box 1083
Corvallis, OR 97339-1083
Phone: (541) 766-6908, Fax: (541) 766-6936
email: planning@ci.corvallis.or.us

For staff use only
Case Number _____ Date Filed _____

Please tell us about your property and your request. Attach additional information, if necessary. If you have any questions, contact the Planning Division at (541) 766-6908.

1) Historic Property Address/Location: *(Or general vicinity, side of street, distance to intersection.)*

Assessor's Map Number(s)*	Related Tax Lot(s)
1. _____	_____, _____, _____, _____
2. _____	_____, _____, _____, _____

*The Assessor's Map Number (Township, Section/Range) and the Tax Lot Number (parcel) can be found on your tax statement or at the Benton County Assessor's Office)

2) Historic Name of the Property: *(Available from Historic District nomination and/or inventory form. If you need assistance, contact staff.)*

3) Historic Property Information: *(Check all that apply.)*

- Individually Significant Historic Resource:
 - Local Register
 - National Register
- Property is Located within a Historic District:
 - Historic Contributing
 - Historic Non-Contributing
 - Non-Historic Non-Contributing

4) Request: *(Check all that apply. For further information, refer to checklist on page 4.)*

- Alteration
Type: _____
- New Construction
- Demolish Historic Resource
- Move Historic Resource
- Establish Historic Designation
- Remove Historic Designation
- Reclassify Property within a Historic District

5) Applicant Information: *(Include all that apply.)*

Property Owner(s) Name: _____ Phone _____
Address _____ E-mail _____
Signature *(Required)* _____ Date _____

Applicant's Name: *(If different from owner)* _____ Phone _____
Address _____ E-mail _____
Signature _____ Date _____

Project Staff:

Developer _____ Phone _____

Engineer _____ Phone _____

Planner _____ Phone _____

Architect _____ Phone _____

Other _____ Phone _____

6) Please provide a brief summary of the proposal:

7) Please describe how your proposal meets the review criteria that apply: *(Lists of criteria are included in your application packet. If you prefer, you may describe this in the narrative describing your request.)*

8) Attachments:

Required: *(Please number all pages. All drawings should be shown to scale.)*

- Narrative regarding request.
- Site plan - existing. *(Include any significant site elements such as fencing or significant trees and shrubs.)*
- Site plan - proposed. *(Highlight items relevant to your proposal.)*
- Elevation drawings - existing and proposed.

Optional: *(Please check all that apply.)*

G Photos

Recommended:

- *Photo(s) of your property/building(s), including trim details.*
- *Photo(s) of surrounding homes/buildings.*
- *Photo(s) of structures in the area which are similar to the proposed structures.*
- *Photo(s) of existing mature vegetation, fencing, etc., if relevant.*

G Other: _____

Additional Requirements for permits evaluated by the Historic Preservation Advisory Board (HPAB):

The checklist on the following page will help you determine whether HPAB review is needed; however, contact the Planning Division at (541) 766-6908 if you have any questions.

9) Additional Attachments/Color and/or Oversize Attachments:

If any attachments are larger than 8 ½" x 14", or if you would like color copies to be distributed to the Board, please submit 12 copies of your attachments.

10) Authorization for Staff and HPAB Members to Enter Land:

City staff and members of the Historic Preservation Advisory Board (HPAB) are encouraged to visit the sites of proposed developments as part of their review of historic preservation applications. Please indicate below whether you authorize City staff and HPAB members to enter onto the property(-ies) associated with this application as part of their site visits.

I authorize City staff and HPAB members to enter onto the property(-ies) associated with this application.

I do not authorize City staff and HPAB members to enter onto the property(-ies) associated with this application.

11) Public Notice Signs:

If the application must be reviewed by the HPAB, the applicant is responsible for ensuring that up to three public notice signs are posted on the site at least 14 days prior to the HPAB meeting. Staff will prepare the signs and will let you know when the signs are ready to be picked up from City Hall.

Please indicate who will be responsible for posting any required signs:

Name: _____

Phone: _____

HISTORIC PRESERVATION PERMIT REQUEST CHECKLIST

(For Question #4. Check All That Apply. Relevant Review Processes Noted in Parentheses)

- G ALTERATION*:**
 - G Individual Historic Resources**:**
 - G** Alteration involving replacement of similar or like materials. (*DIR*)
 - G** Alteration involving replacement of dissimilar materials. (*HPAB, with public notice*)
 - G Historic District Resources:**
 - G** Non-Historic/Non-Contributing Resources:
 - G** Exterior alterations involving replacement of similar or like materials. (*DIR*)
 - G** Exterior alterations involving replacement with dissimilar materials or any new construction (less than 120 square feet) visible from a public right-of-way. (*DIR, with site posted 14 days prior to decision*)
 - G** Historic/Non-Contributing Resources:
 - G** Exterior alterations involving replacement of similar or like materials, or alterations which restore the historical integrity. (*DIR*)
 - G** Exterior alterations involving replacement with dissimilar materials or any new construction (less than 120 square feet). (*DIR, with site posted*)
 - G** Historic/Contributing Resources:
 - G** Exterior alterations involving replacement of similar or like materials, or alterations which restore historical integrity. (*DIR*)
 - G** Exterior alterations involving replacement with dissimilar materials or any new construction. (*HPAB, with public notice*)
- G NEW CONSTRUCTION** (*HPAB, with public notice*)
- G DEMOLISH HISTORIC RESOURCE** (*HPAB, with public notice and 45-day advance notice to State*)
- G MOVE HISTORIC RESOURCE** (*HPAB, with public notice and 45-day advance notice to State*)
- G ESTABLISH HISTORIC DESIGNATION (HISTORIC PRESERVATION OVERLAY)** (*LDHB, after HPAB review*)
- G REMOVE HISTORIC DESIGNATION (HISTORIC PRESERVATION OVERLAY)** (*LDHB, after HPAB review*)
- G RECLASSIFY PROPERTY WITHIN A HISTORIC DISTRICT** (*LDHB, after HPAB review*)

DIR: Request is reviewed administratively, by Community Development Director.

HPAB: Request is reviewed by Historic Preservation Advisory Board at one of its monthly meetings.

LDHB: Request is reviewed by Land Development Hearings Board at a public hearing, typically on the first or the third Wednesday of the month.

*Ordinary maintenance or repair of any exterior architectural feature in or on any historic property, including painting, that does not involve a change in design, material, or external appearance is exempt from the need for City review. Exterior alterations to non-historic, non-contributing resources involving replacement with dissimilar materials or any new construction (less than 120 square feet) **not** visible from public right-of-way also are exempt.

**If a property is both an individual historic resource and is located in a Historic District, this section applies.