



Application to Designate or De-Designate Local Historic Resource

This form is for use to designate an individual property or district. Submit this form and attachments to the Planning Department, ocplanning@orcitizen.org

Applicant(s):

Applicant(s) Signature: _____

Applicant(s) Name Printed: _____ Date: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Property Owner(s):

Property Owner(s) Signature: _____

Property Owner(s) Name Printed: _____ Date: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

1. Name of Property

Historic Name of Property: _____

2. Date

Date of Construction: _____

3. Location

Street & Number: _____ Map #: _____ Tax Lot: _____

4. Function or Use

Historic Function (i.e. commercial – drugstore): _____

Current Function(s): _____

5. Architectural Classification

Style or Category: _____

6. Narrative

Attach a written narrative that addresses the following:

- Describe the historic and current physical appearance and condition, including general characteristics of the property, such as its style, materials, method of construction, setting, size, and significant features.
- The reasons why the proposed property should be designated or de-designated
- The positive and negative effects, if any, which designation or de-designation of the proposed property would have on the residents or other property owners of the area

7. Map

Attach a map to this form that illustrates the location of the proposed property

8. Photographs

Attach clear and descriptive photographs of the proposed property.

8. Historic Inventory Form

Attach the Historic Inventory form if found on the [Planning Divisions' webpage](#), to this application. Note that some properties do not have inventory forms.

9. Electronic Version of All Application Materials (P/DS)

Contact the Planning Division at (503) 722.3789 or ocplanning@orctiy.org with any questions regarding this application.

Incomplete applications will not be processed.