



## Historic Review Checklist – New Construction

For information regarding processes, fees, restrictions, etc., contact:  
Planning (P) at 503-722-3789 or [ocplanning@orc-city.org](mailto:ocplanning@orc-city.org).

- 1. A **Completed Application** form with All property owner signatures
- 2. A complete and **Detailed Narrative with Code Responses** of the proposed development and an explanation addressing all applicable approval criteria. Be sure to get the correct template from staff.
- 3. **Historic Review Construction Cost Form**
- 4. **Photographs** of the site and neighborhood; show existing and adjacent buildings and those across the street.
- 5. **Scaled Design Drawings** of the following:
  - a. A site plan including boundaries, structures, paving, improvements and plantings
  - b. A floor plan for each level
  - c. Building sections for each direction through the building, specifying floor heights.
  - d. Roof plan.
  - e. Exterior Elevations for every side of each structure including building materials, height and floor levels.
  - f. Site line diagrams displaying view lines of proposed building, street and context of existing buildings at sites having 25% slope or greater to illustrate visual effect of the design on sloping sites.
  - g. Streetscape illustrations for commercial, institutional, multifamily and two family projects that illustrate photographically or by scale drawing the size and massing of the proposed project in relation to neighboring buildings and topography along the street and across the street.
- 6. **Materials, Color Samples and Product Information**

Samples of:

  - a. Proposed Finish
  - b. Proposed Color
  - c. Exterior enclosures including door, window, siding, roofing, paving, product literature for alternative materials to illustrate compliance with design.
- 7. **Neighborhood Association meeting: (P)**
  - A sign-in sheet of the meeting attendees
  - A Summary of issues discussed
  - A letter from the Neighborhood Association or CIC indicating that a meeting was held.
  - If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, a sign sheet of attendees and a summary of issues discussed.

- 8. A current **Preliminary Title Report or Trio** for the subject property(ies). (P)
- 9. **Documentation** indicating there are **no liens favoring the City** for the subject site. (P)
- 10. **County Assessor's Office Receipt** indicating all taxes for the parcels involved are paid in full for the preceding tax year. (P)
- 11. **Application fees** to be paid once invoice is generated. (P)
- 12. **Electronic Version of Application Materials** (P/DS)

Note: There may be more information required once your application has been reviewed.

*Incomplete applications will increase processing time.*