



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, planning@orc.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 with any questions regarding this application.
Incomplete applications will not be processed.*