

Historic Review Checklist Alterations & Additions

1. ___ **A Completed Land Use Application Form with All Property Owner Signatures** (P)
2. ___ **Narrative** (P)
A complete and detailed narrative description of the proposed development and an explanation addressing all applicable approval criteria. A template is provided at the Pre-Application Conference.
3. ___ **Photographs** (P)
Any historic images, plus existing conditions of the structure.
4. ___ **Drawings** (P)
Scaled design drawings of the following:
 - A site plan including boundaries, structures, paving, improvements, and plantings.
 - Architectural drawings of proposed alterations or additions.
5. ___ **Description of Materials, Color Samples, Product Information** (P)
Samples may be required for unique materials, such as exterior enclosures including door, window, siding, roofing, paving, or product literature.
6. ___ **Inventory Form** (P)
7. ___ **A Current Preliminary Title Report or Trio for the Subject Property(ies)** (P)
8. ___ **Mailing Labels for Owners within 300 Feet of the Subject Site or Fee for City-Provided Labels** (P)
The names and addresses of property owners within 300 feet of the site from a title company.
9. ___ **Copies** (P)
Two (2) copies of all information, reports, and drawings (full-sized and 8.5" by 11") pertaining to this application.
10. ___ **Electronic Version of All Application Materials** (P/DS)
11. ___ **All Required Application Fees** (P)

(P) = Contact the Planning Division at (503) 722.3789 with any questions regarding this item.
Incomplete applications will not be processed.