

Historic Review Checklist

Demolition or Moving of a Historic Structure

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 demolition or moving and an explanation addressing all applicable approval criteria. A template can be provided by staff or available online.
3. ___ **Photographs** (P)
Site Photographs; show site and existing buildings.
4. ___ **Drawings** (P)
Scaled design drawings of the following:
 - A site plan including boundaries, structures, and paving.
5. ___ **Recommended: Neighborhood Association Meetings** (P)
 - A sign-in sheet of meeting attendees
 - A summary of issues discussed
 - A letter from the neighborhood association or CIC indicating that a neighborhood meeting was held. If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, a sign in sheet of attendees and a summary of issues discussed.
6. ___ **A Current Preliminary Title Report or Trio for the Subject Property(ies)** (P)
7. ___ **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.
8. ___ **Electronic Version of All Application Materials** (P/DS)
9. ___ **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.