

Historic Review Checklist

New Construction

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. ___ **Historic Review Construction Cost Form** (P)
4. ___ **Photographs** (P)
Site and Neighborhood Photographs; show site, existing and adjacent buildings, and those across street.
5. ___ **Drawings** (P)
Scaled design drawings of the following:
 - A site plan including boundaries, structures, paving, improvements, and plantings.
 - Floor plans for each level.
 - Building sections for each direction through the building, specifying floor heights.
 - Roof Plan.
 - Exterior Elevations for every side of each structure including building materials, height and floor levels.
 - 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.
 - 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, Product Information** (P)
Samples of actual:
 - Finish,
 - Color,
 - Exterior enclosures including door, window, siding, roofing, paving, product literature for alternative materials to illustrate compliance with design.
7. ___ **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.
8. ___ **Additional Information or Reports** (P)
9. ___ **A Current Preliminary Title Report or Trio for the Subject Property(ies)** (P)

10. ___ **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.
11. ___ **Copies** *(P)*
Two (2) copies of all information, reports, and drawings (full-sized and 8.5" by 11") pertaining to this application.
12. ___ **Electronic Version of All Application Materials** *(P/DS)*
13. ___ **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.