

Historic Review Checklist

New construction

1. ___ **A Completed 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 Meeting** (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. ___ **Documentation indicating there are no liens favoring the City for the subject site** (P)
12. ___ **A receipt from the County Assessor's Office indicating that all taxes for the parcels involved are paid in full for the preceding tax year**(P)
13. ___ **Electronic Version of All Application Materials** (P/DS)
14. ___ **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.

How To Use The Guidelines: The Process In Brief

Two Stage Process

The two-stage review process for new construction allows applicants to focus on preliminary themes and issues, and obtain resolution before proceeding to the second review that requires developing more extensive drawings including details and finishes. It also allows early discussion on a project before extensive work is performed.

Stage 1: At the first stage review the project is reviewed for compliance with the major design features. This includes Style, Site Use, Building Placement, and Building Form. Some aspects of Design Composition can be presented or discussed at the first hearing to provide direction.

Stage 2: The second stage review, upon successful completion of the first, addresses the building and site details and any contingent issues or revised designs. The stage two meeting will take place the following month. For smaller projects, and those in which there appears to be general agreement, the hearings may be held during the same meeting.

*If you would like to combine Stage 1 and Stage 2 into one hearing, you **must** verify with staff that you have submitted all the information required for the Historic Review Board to make a final decision. Failure to do so may require an additional meeting*

AN EXAMPLE OF THE GUIDELINE PROCESS

TASK: A NEW BUILDING IS DESIRED ON A VACANT LOT

A. LOCATION

- ❑ McLoughlin Historic Conservation District
- ❑ Canemah National Register Historic District
- ❑ Individually listed historic property outside of the districts
- ❑ What is the Immediate Context?
 - The Block
 - The Neighborhood
- ❑ What are the mix of existing appropriate historic styles?

B. STYLE

Determining the appropriate style is the important first step toward successfully designing a compatible building in the district. Decide which style direction to use from acceptable neighborhood styles and those in the applicable specific Historic District Design Guideline. The styles noted for the district have specific District modifications indicated.

C. SITING AND BUILDING FORM

- C-1:** Review basic zoning requirements for New Construction for the particular site (R3.5, R6, MUC etc) to understand basic setbacks, lot coverage issues.
- C-2:** Review Siting, Building Form Principles and the Specific Historic District from Design Guideline. Note any requirements that are more specific than those found in the basic zoning.
- C-3:** Establish the Site Plan and the Overall Building Form. Is the use of the site and the building's placement on the site respectful of its context? Is the size, shape and bulk of the building consistent with the style chosen? Does it complement the neighborhood context? Is there too much 'program' for the site or style?

D. DESIGN COMPOSITION

- D-1:** Design the building and site starting with primary design groups and major elements, such as wings, roofline, secondary portions, porches, window groupings, dormers. Are these elements supportive or are they detractive to the historic district? Are they supportive of the style and building?
- D-2:** Review the design; Is it in good proportion and is the composition balanced?

Work Up To This Point Is Reviewed At The First Stage Hearing. Upon Its Successful Completion, The Second Stage Hearing Addresses The Following More Specific Design Information

D-3: Review the design and adjust to incorporate comments from the first review. Is the design representative of the style range and do the forms and individual features work toward a united design approach as viewed from the exterior?

D-4: Design the finer or more detailed portions of the building and site to fit within the framework established.

E. SPECIFIC DESIGN ELEMENTS

E-1: Design and choose specific design elements, products, and materials that are allowable and consistent with the design styling and framework established.

E-2: Does the design still fit the style's 'vocabulary'? Have extraneous or excessive details, ornamentation, or materials been chosen that detract from the neighborhood context?

E-3: Do specific elements comply with the guideline? Are materials, colors and finishes selected? Visible equipment? Landscaping and Plantings?