



**SUPPLEMENTAL APPLICATION FOR  
HISTORIC LANDMARKS**

**Property Information:**

Historic Name of Site or Building: \_\_\_\_\_

Address: \_\_\_\_\_

Tax map & parcel number: \_\_\_\_\_

The Site or Building is identified as (mark all that apply):

- Local Historic Resource
- National Register of Historic Places
- Historic Contributing
- Historic Non-Contributing
- Non-Historic
- Vacant lot

Please identify the dates of construction and any previous major alterations: \_\_\_\_\_

\_\_\_\_\_

Present Use: \_\_\_\_\_

**Proposal:**

Description of Proposed Alteration: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you asking to remove building materials that are *less* than 50 years old? If so, what are they?

When were they added? \_\_\_\_\_

What changes do you plan to make to the historic design or architecture? Why are the changes necessary? \_\_\_\_\_

Have you carefully looked at the historic design, materials and construction techniques for your building? Have you looked at historic photographs? Will the project be in keeping with the historic appearance, materials and style? \_\_\_\_\_

---

---

Are you asking to remove or replace building materials that are *more* than 50 years old? If so, what historic building materials are you removing and why? \_\_\_\_\_

---

What changes do you plan to make to the historic design or architecture? \_\_\_\_\_

---

Why are the changes necessary? \_\_\_\_\_

---

Have you carefully looked at the historic design, materials and construction techniques for your building? Have you looked at historic photographs? Will the project be in keeping with the historic appearance, materials and style? \_\_\_\_\_

---

If you are adding a new element or an addition to the building, please provide the address of a similar historic building or historic photos of a similar building that you are using as a guide. \_\_\_\_\_

---

Are you reconstructing or replacing an element that was part of your building, but was previously removed? Is your project based on a historic photo of your building or architectural evidence? \_\_\_\_\_

---

Style of building: (Craftsman bungalow, American Foursquare, Colonial etc.): \_\_\_\_\_

Square feet: First floor: Basement: Second Floor: \_\_\_\_\_

Height of foundation above current grade: \_\_\_\_\_

Foundation exposure & material: \_\_\_\_\_

Water table style & material: \_\_\_\_\_

Siding Brand, type, size, material: \_\_\_\_\_

Percent of historic siding to be replaced: \_\_\_\_\_

Window brand and styles: \_\_\_\_\_

Window proportions (sizes): \_\_\_\_\_

Window sills: \_\_\_\_\_

Window trims: \_\_\_\_\_

Door brands and styles: \_\_\_\_\_

Door size & material: \_\_\_\_\_

Belly band style, size & material: \_\_\_\_\_

Roof style: (mansard, gable, cross gable, hipped etc.): \_\_\_\_\_

Roof material and color: \_\_\_\_\_  
 Roof pitch: \_\_\_\_\_ Ridge height: \_\_\_\_\_  
 Roof/attic wall ventilation detail: \_\_\_\_\_  
 Skylight brand & style: \_\_\_\_\_  
 Drip board/flashing material, color & exposure: \_\_\_\_\_  
 Eave & soffit detail, incl. fascia size & material: \_\_\_\_\_  
 Porch slope and detailing (columns, post bases, stairs, decking, ceiling): \_\_\_\_\_  
 Exterior light fixtures brand and styles: \_\_\_\_\_  
 Brackets or knee braces: \_\_\_\_\_  
 Other exterior materials and trims: \_\_\_\_\_  
 Fence height, style & material: \_\_\_\_\_  
 Rock walls height, style, size & material: \_\_\_\_\_  
 Driveway material, width: \_\_\_\_\_  
 Landscaping elements to be removed/altered: \_\_\_\_\_

Is this project partially funded by a historic preservation grant or other grant? \_\_\_\_YES \_\_\_\_ NO  
 Is the property owner receiving the Oregon Special Assessment Program? \_\_\_\_YES \_\_\_\_ NO  
 Will the owner apply for the 20% Federal Investment Tax Credit to help pay for this project?  
 \_\_\_\_YES \_\_\_\_ NO

**Submittal Requirements:**

- Map or site plan drawn to legible scale (1 full size set of plans + 1 copy reduced to 11"x17"). Site Plan should identify all buildings, structures, and trees that are more than 50-years old, parking areas and driveways and the locations of sidewalks, curbs, alleys, and streets, clearly showing setback distances on all sides of the buildings and between buildings.
- Construction plans, including building elevations, floor plan, drainage plan, landscaping plan (1 full size set of plans + 1 copy of plans reduced to 11"x17")
- Provide a list of materials that you plan to use on the **exterior** of the building. Submit the product brochures or print outs from the company web sites for the materials that you have selected for **siding, windows, doors, exterior light fixtures, roof and any exterior trim**. It is necessary to be specific about which products will be used.
- If you are asking to replace historic windows, please describe your efforts to repair the windows and if you have tried interior or exterior wood-frame storm windows.
- If you are asking to replace historic windows or doors, request a free energy audit from your power company. Enclose a copy of the report with your application.
- If you are asking to replace historic windows or doors, ask staff to complete a detailed survey of each one to determine their age, style, size, and condition.
- For windows and doors that the Landmarks Commission finds are not repairable, attach a list of the exact styles and sizes and the brand you have selected to match the historic windows and doors. Circle them in your product brochures. Your contractor or vendor may provide this for you. Note which items are a change from the historic window and door sizes and styles.
- Historic photo of the building. (More than 50 years old)
- Current color photo or a digital image of the building that you are proposing to alter. Attach photos of each side of the building that will be affected.