



Planning and Zoning
Department of Transportation and Development
 Development Services Building
 150 Beaver Creek Road | Oregon City, OR 97045
 503-742-4500 | zoninginfo@clackamas.us
 www.clackamas.us/planning

STAFF USE ONLY	
Staff Initials:	File Number:

Land use application for:

HISTORIC PROPERTY

ALTERATION, NEW CONSTRUCTION, MOVING, and/or DEMOLITION

Application Fee: (None)

APPLICANT INFORMATION			
Applicant name:	Applicant email:	Applicant phone:	
Applicant mailing address:	City:	State:	ZIP:
Contact person name (if other than applicant):	Contact person email:	Contact person phone:	
Contact person mailing address:	City:	State:	ZIP:

PROPOSAL	
Brief description of proposal:	Pre-application conference file number:

SITE INFORMATION		
Site address:	Comprehensive Plan designation:	Zoning district:
Map and tax lot #: <div style="margin-left: 20px;">Township: _____ Range: _____ Section: _____ Tax Lot: _____</div> <div style="margin-left: 20px;">Township: _____ Range: _____ Section: _____ Tax Lot: _____</div> <div style="margin-left: 20px;">Township: _____ Range: _____ Section: _____ Tax Lot: _____</div>	Land area:	
Adjacent properties under same ownership:		
<div style="margin-left: 20px;">Township: _____ Range: _____ Section: _____ Tax Lot: _____</div> <div style="margin-left: 20px;">Township: _____ Range: _____ Section: _____ Tax Lot: _____</div>		

Printed names of all property owners:	Signatures of all property owners:	Date(s):
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<i>I hereby certify that the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.</i>	
Applicant signature:	Date:

A. Complete a pre-application conference:

You must attend a pre-application conference with Planning and Zoning staff before filing this application. [Information about the pre-application conference](#) process and a request form are available from the Planning and Zoning website. **There is no charge for the pre-application meeting.**

B. Review applicable land use rules:

This application is subject to the provisions of [Section 707, Historic Landmark \(HL\), Historic District \(HD\), and Historic Corridor \(HC\)](#) of the [Clackamas County Zoning and Development Ordinance](#) (ZDO).

It is also subject to the ZDO's definitions, procedures, and other general provisions, as well as to the specific rules of the subject property's zoning district and applicable development standards, as outlined in the ZDO.

C. Turn in all of the following:

- Complete application form:** Respond to all the questions and requests in this application, and make sure all owners of the subject property sign the first page of this application. Applications without the signatures of *all* property owners are incomplete. **There is no charge for this application.**
- Site plan:** Provide a site plan (also called a plot plan). A [Site Plan Sample](#) is available from the Planning and Zoning website. The site plan must be accurate and drawn to-scale on paper measuring no larger than 11 inches x 17 inches. The site plan must illustrate all of the following (when applicable):
 - Lot lines, lot/parcel numbers, and acreage/square footage of lots;
 - Contiguous properties under the same ownership;
 - All structures, fences, roads, driveways, parking areas, landscaping, and easements, each with identifying labels and dimensions;
 - Setbacks of all structures from lot lines and easements;
 - Significant natural features (rivers, streams, wetlands, slopes of 20% or greater, geologic hazards, mature trees or forested areas, drainage areas, etc.); and
 - Wastewater treatment facilities (e.g., septic tanks, septic drainfield areas, replacement drainfield areas, drywells).
- Exterior materials list:** Provide a list of exterior materials pertinent to the application request.
- Building elevation diagrams (or photos):** Attach drawings of all affected structures. The drawings must indicate dimensions (height, length, width, and area) and be to-scale. They must show each side of the structure and any windows, doors, or other appurtenances. Photos may be used in lieu of drawings for small projects, but dimensions must also be indicated on the photos.
- Floor plans:** Attach detailed, accurate, and to-scale floor plans of all affected structures. Label all rooms according to use, show all of their dimensions, include the square footage of each room, and identify all doors and partition walls.
- Evidence of severe deterioration (for major alterations):** If the proposal includes a major alteration involving the replacement of a severely deteriorated distinctive feature, provide documentary, physical, or pictorial evidence of the deterioration.
- Evidence of submitted preservation plan (if moving or demolishing):** If the proposal includes moving or demolishing a primary, secondary, or contributing structure or elements within a Historic District or Historic

Corridor, or moving or demolishing a structure/element designated as, or contributing to, a Historic Landmark, you must provide evidence of having already prepared and submitted the preservation plan detailed in ZDO Subsection 707.06(D)(1) to Planning and Zoning ahead of a media release. The preservation plan shall have included a narrative describing how the applicant will accomplish the following:

- Advertising the resource in local, regional, and historic preservation newspapers of general circulation in the area once per week during the pre-application period and providing evidence of such advertising;
- Giving public notice by placing a sign on the subject property informing the public of intended action which will remove or demolish the structure and including the County department and telephone number to call for further information, with the sign remaining on the subject property until a permit is issued;
- Preparing and making available information related to the history and sale of the subject property to all who inquire;
- Providing information regarding the proposed use for the Historic Landmark site; and
- Keeping a record of the parties who have expressed an interest in purchasing or relocating the structure, and ensuring that an adequate effort has been made to secure a relocation site by providing a list of property locations and owners who were contacted regarding purchase of a relocation site.

Note: Pursuant to [ZDO Subsection 1307.07\(C\)\(2\)](#), the Planning Director or designee may modify the preceding list of submittal requirements. Please consult the information provided in your pre-application conference.

D. Describe the proposal:

1. What Historic Landmark, Historic District, or Historic Corridor is being proposed for alteration, new construction, moving and/or demolition?

Name and description of historic property:

2. Describe all of the proposed alterations of, and/or development on, the subject historic property:

3. Check the box next to the type(s) of alterations/development proposed, and complete the associated additional section(s) of this application that follow.

- Minor alteration:** This is an alteration to restore portions of the exterior to the *original historic appearance* while performing repairs. Examples include: adding gutters and downspouts; repairing or providing a compatible new foundation that does not result in raising or lowering the building elevation; a change in material to match the original type of material on a structure or grounds; a change in type of roof material in character with the original roofing material; and replacing storm windows or doors.
(No additional questions to answer)
- Major alteration:** This is an alteration that exceeds the scope of a minor alteration but does not include the development of a new structure.
(Answer additional questions in Part E on Page 6)
- New construction:** This is the development of any *new structure* on a lot with a historic designation or in a Historic District or Historic Corridor, including construction of a new detached garage, barn, shed, or other accessory building.
(Answer additional questions in Part F on Page 11)
- Moving:** This is the relocation of a primary, secondary, or contributing structure within a Historic District or Historic Corridor, or of a structure designated as, or contributing to, a Historic Landmark.
(Answer additional questions in Part G on Page 13)
- Demolition:** This is the demolition of a primary, secondary, or contributing structure within a Historic District or Historic Corridor, or of a structure designated as, or contributing to, a Historic Landmark.
(Answer additional questions in Part H on Page 16)

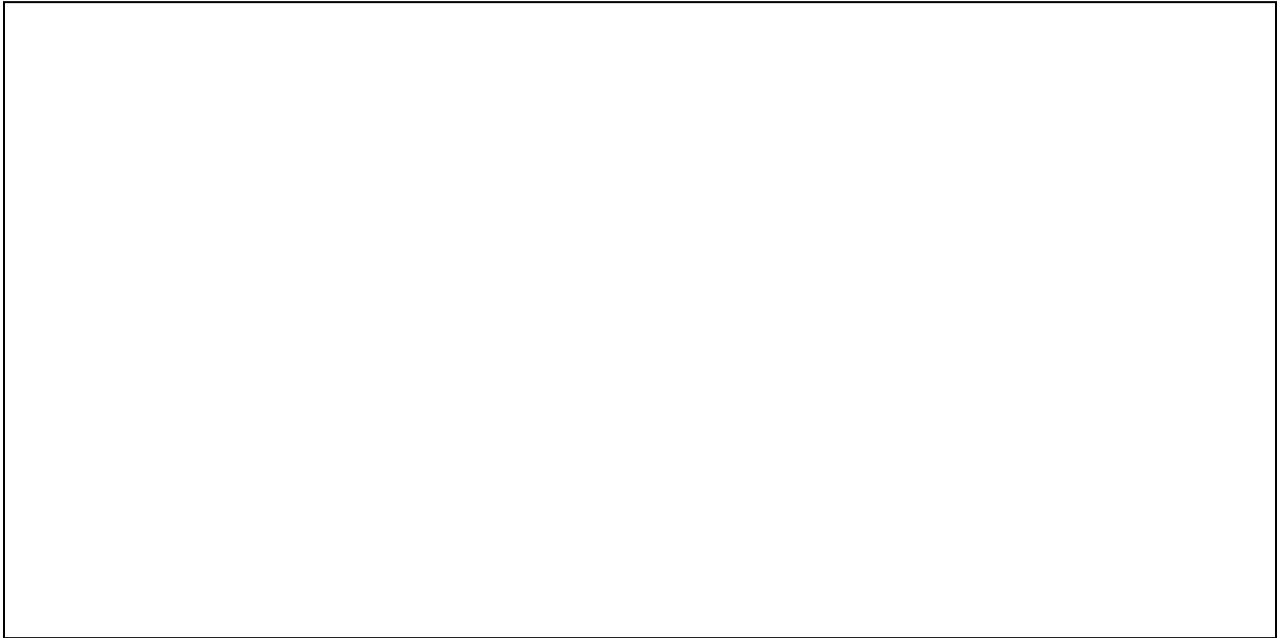
E. For major alterations:

If you are proposing a major alteration to a Historic Landmark, or to a primary, secondary, or contributing structure within a Historic District or Historic Corridor, accurately answer the following questions in the spaces provided. Attach additional pages, if necessary.

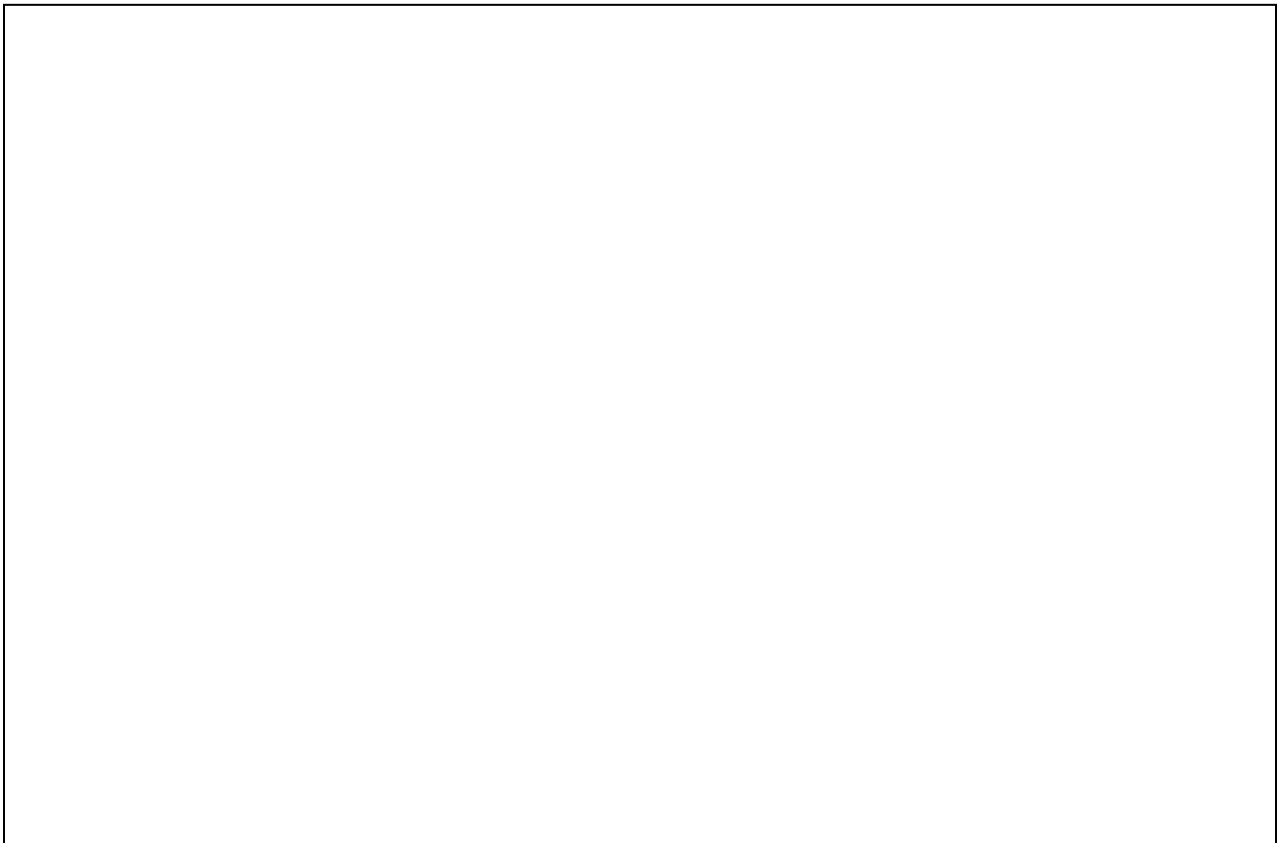
1. Explain how the property be used for its historic purpose or is being placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment:

2. How will the historic character of the property be retained and preserved, and how will the removal of historic materials or alteration of features and spaces that characterize the property be avoided?

3. Each property shall be recognized as a physical record of its time, place, and use. How will proposed changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, not be undertaken?



4. Most properties change over time. How will those changes that have acquired historic significance in their own right be retained and preserved?



5. How will the proposed alteration preserve distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize the historic property?

6. Will the proposed alteration include the replacement of a deteriorated distinctive feature?

NO

YES. (In the box below, describe why the replacement is necessary because of the severity of the deterioration, and explain how the new feature will match the old in design, color, texture, and other visual qualities and, where possible, materials.)

7. Will you use any chemical or physical treatments such as sandblasting?

NO

YES, but they are appropriate, will be undertaken using the least damaging or gentlest means possible, and will not cause damage to historic materials for the following reasons:


8. Will any significant archeological resources be affected by the project?

- NO
- YES, but they will be protected and preserved, or must be disturbed and mitigation measures will be undertaken, as described in the box below:

9. a. Is any new addition, exterior alteration, or related new construction proposed?

- NO (*No additional questions*)
- YES, but it will not destroy historic materials that characterize the property; will be differentiated from the old; and will be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment for the following reasons:

- b.** If you propose new additions or adjacent or related new construction, explain how the development will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property, including historic plant materials, and its environment would be unimpaired:

A large, empty rectangular box with a thin black border, intended for the user to provide an explanation as requested in the text above.

F. For new construction:

If you are proposing new construction on a property with a Historic Landmark designation, in a Historic District, or in a Historic Corridor, accurately answer the following questions in the spaces provided. Attach additional pages, if necessary.

1. How is the design of the proposed structure compatible with the design of the Historic Landmark building(s) on the subject site, or in the subject Historic District or Historic Corridor, considering scale, style, height, and architectural detail, materials, and colors?

2. How is the location and orientation of the new structure on the site consistent with the typical location and orientation of similar structures on the site or within the subject Historic District or Historic Corridor, considering setbacks, distances between structures, location of entrances, and similar siting considerations?

3. Does your proposal include changes to yard areas, including planters, fences, ponds, walkways, and landscape materials?

NO

YES, but those changes, which are described in the box below, will be compatible with the overall historic setting for the following reasons:

4. Explain how the new structure will be used and, if for a commercial use, how that use will be of a scale appropriate to serve properties surrounding the historic overlay:

G. For moving:

If you are proposing to move a building identified as a primary, secondary, or contributing structure within a Historic District or Corridor, or designated as a Historic Landmark, accurately answer the following questions in the spaces provided. Attach additional pages, if necessary.

1. Explain how relocation is the only alternative for preservation of the Historic Landmark or contributing resource:

2. Identify the proposed relocation site and explain: how the relocation site will not greatly reduce the historical and/or architectural significance of the Historic Landmark or contributing resource; how the new site is a contextually appropriate setting; and whether the new site is in the same neighborhood as the current site:

3. Explain how the designated resource cannot reasonably be used in conjunction with the proposed use:

4. Explain how the continued location of the landmark or contributing resource on the proposed development site precludes development on the site which would provide a greater community benefit:

5. Explain how the designated landmark or contributing resource is structurally capable of relocation:

6. Explain how the loss of the landmark or contributing resource will not affect the integrity of the designated Historic District or Historic Corridor, if applicable:

7. Explain how adequate effort has been made to seek a relocation site within the Historic District or Historic Corridor, if applicable:

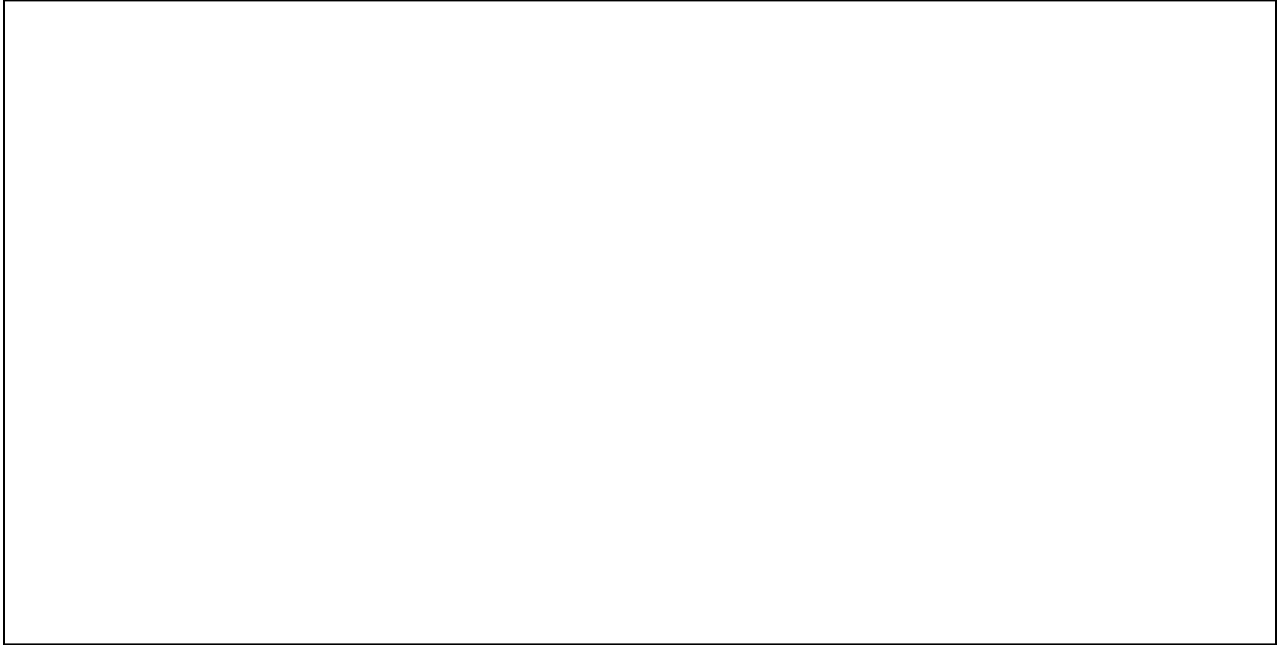
H. For demolition:

If you are proposing to demolish a primary, secondary, or contributing structure within a Historic District or Corridor, or designated as a Historic Landmark, accurately answer the following questions in the spaces provided. Attach additional pages, if necessary.

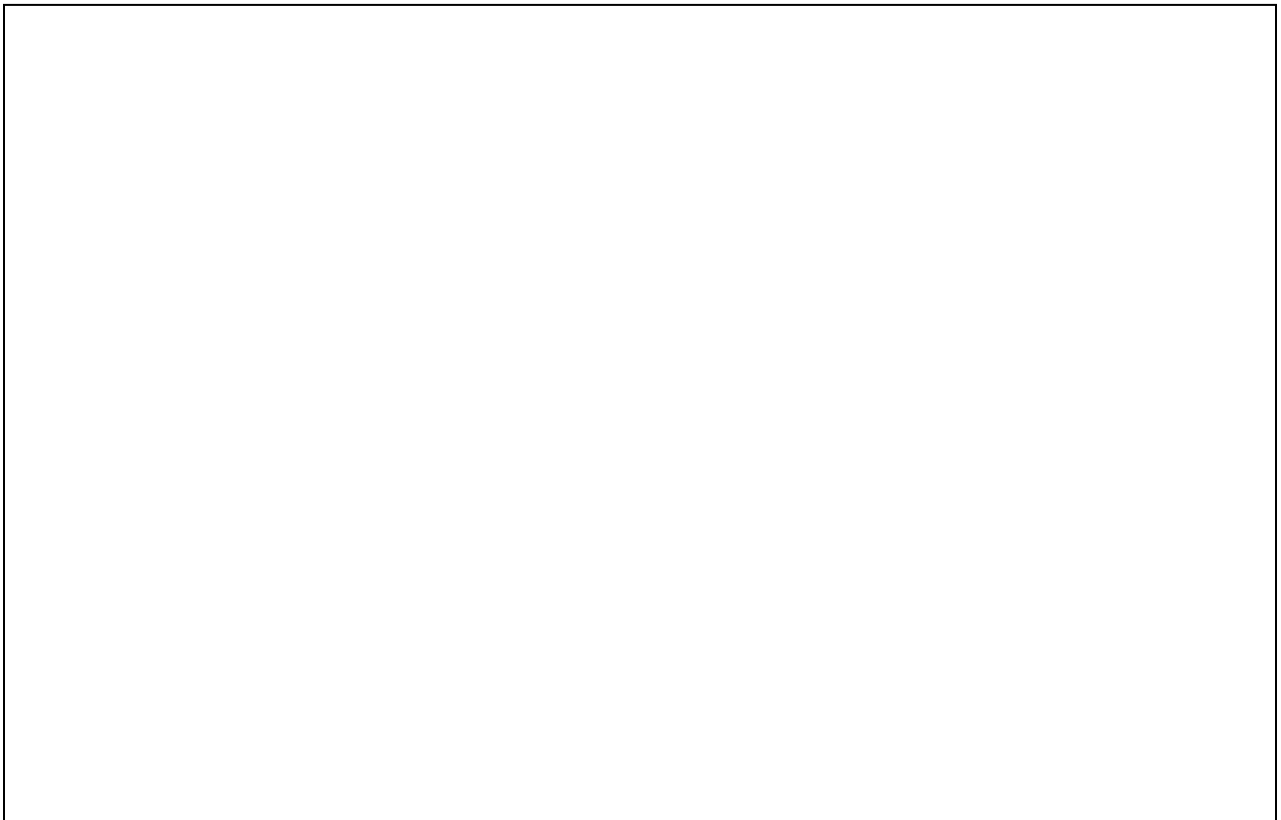
1. Explain how the demolition is consistent with the Comprehensive Plan:

2. Explain how the demolition is consistent with the purposes of ZDO Section 707, as set forth in [Subsection 707.01](#):

3. Explain how the demolition is consistent with the criteria used in the original designation of the Historic Landmark, Historic District, or Historic Corridor:



4. Explain what effect, if any, the demolition will have upon the protection, enhancement, perpetuation, and use of any Historic District or Historic Corridor which cause it to possess a special character or special historical or aesthetic interest or value:



5. Would suspension of the proposed demolition involve substantial hardship to you, the applicant?

NO

YES, for the following reasons:

6. Explain how the designated resource cannot reasonably be used in conjunction with the proposed use of the subject property:

7. Explain how the continued location of the landmark or contributing resource on the proposed development site precludes development on the site which would provide a greater community benefit:

8. Explain how the loss of the landmark or contributing resource will not affect the integrity of the designated Historic District or Historic Corridor, if applicable:

9. Explain how adequate effort has been made to seek a relocation site within the Historic District or Historic Corridor, if applicable:

10. Explain how approval of the demolition would not act to the substantial detriment of the public welfare or be contrary to the intent and purposes of [ZDO Section 707](#):

11. Has a building official provided findings determining the status of the subject building as a dangerous building under County Code Chapter 9.01, *Uniform Code for the Abatement of Dangerous Buildings*, and the feasibility of correcting the deficiencies to meet the requirements of the building official rather than demolishing the building?

YES, and those findings are attached.

NO, for the following reasons:

FAQs

When is a Historic Property Alteration, New Construction, Moving and/or Demolition permit required?

Zoning and Development Ordinance (ZDO) [Subsections 707.06\(C\) and \(D\)](#) allow County-designated Historic Landmarks or structures in Historic Districts or Corridors to be altered, moved, or demolished, and for new construction to occur on lots with a historic designation, subject to standards and only after approval of a County land use permit. **There is no charge for the permit application.**

What is the permit application process?

Permits for the alteration, development, moving, or demolition of historic property are subject to a "Type II" land use application process, as provided for in [Section 1307](#) of the ZDO. Type II decisions include notice to owners of nearby land, the Community Planning Organization (if active), service providers (sewer, water, fire, etc.), and affected government agencies. Applications for the moving or demolition of a Historic Landmark, or for a major alteration to the exterior of a Historic Landmark or a primary, secondary, or contributing structure in a Historic District or Historic Corridor, require review by the County's Historic Review Board. If the application is approved, the applicant must comply with any conditions of approval identified in the decision. The Planning Director's decision can be appealed to the County Land Use Hearings Officer.

How long will it take the County to make a decision about an application?

The County makes every effort to issue a decision on a Type II land use application within 45 days of when we deem the application to be complete. State law generally requires a final County decision on a land use permit application in an urban area within 120 days of the application being deemed complete, and within 150 days for a land use permit in a rural area, although there are some exceptions.

Who can help answer additional questions?

For questions about the County's land use permit requirements and this application form, contact Planning and Zoning at **503-742-4500** or zoninginfo@clackamas.us. You can also find information online at the Planning and Zoning website: www.clackamas.us/planning.

Clackamas County is committed to providing meaningful access and will make reasonable accommodations, modifications, or provide translation, interpretation or other services upon request. Please contact us at 503-742-4545 or drenhard@clackamas.us.

503-742-4545: ¿Traducción e interpretación? | Требуется ли вам устный или письменный перевод?
翻译或口译? | Cần Biên dịch hoặc Phiên dịch? | 번역 또는 통역?