



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 MAINTENANCE

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:

SITE INFORMATION		
Site address:	Comprehensive Plan designation:	Zoning district:
Map and tax lot #: Township: _____ Range: _____ Section: _____ Tax Lot: _____ Township: _____ Range: _____ Section: _____ Tax Lot: _____ Township: _____ Range: _____ Section: _____ Tax Lot: _____	Land area:	
Adjacent properties under same ownership: Township: _____ Range: _____ Section: _____ Tax Lot: _____ Township: _____ Range: _____ Section: _____ Tax Lot: _____		

Printed names of all property owners:	Signatures of all property owners:	Date(s):
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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.

Applicant signature:	Date:
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A. 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.

B. 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.**
- Plot plan:** Provide a plot plan (also called a site plan). A [Plot Plan Sample](#) is available from the Planning and Zoning website. The plot plan must be accurate and drawn to-scale on paper measuring no larger than 11 inches x 17 inches. The plot 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
 - Location of utilities, wells, and all onsite 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.
- Paint photos and samples:** If the proposed maintenance includes painting and related preparation of an historic structure, provide photos of the original paint colors and samples of the proposed paint colors.
- Roofing material photos:** If the proposed maintenance includes repair and/or replacement of roofing materials, provide photos of the original materials and photos or a detailed description of the proposed roofing materials.
- Photos of yard fixtures and landscaping:** If the proposed maintenance includes replacement of fences, shrubs, or other yard fixtures or landscaping, provide photos of the original fixtures/landscaping and photos or detailed drawings of proposed fixtures and landscaping.

C. Describe the proposal:

Accurately answer the following questions in the spaces provided. Attach additional pages, if necessary.

1. What Historic Landmark, Historic District, or Historic Corridor is being proposed for maintenance?

Name/address/description of historic property:

2. Will the proposed maintenance include painting or related preparation of a structure?

NO

YES, but the proposed paint color is the same as the original color.

YES, and while the proposed paint color is not the same as the original color, it is appropriate to the historic period for the following reasons:

3. Will the proposed maintenance include repair and/or replacement of roofing materials?

NO

YES, but the proposed roofing materials are the same kind as the existing materials.

4. Will the proposed maintenance include grounds care or maintenance necessary to conduct a permitted use on the property?

NO

YES, as described in the box below:

5. Will the proposed maintenance include replacement of any fences, shrubs, or other yard fixtures or landscaping?

NO

YES, but the proposed yard fixtures and/or landscaping are similar to the originals in type and/or style for the following reasons:

6. Do you propose for any existing materials to be replaced in kind for a small portion of a building or grounds because of damage or decay of materials?

NO

YES, as described in the box below:

7. Do you propose to install or do maintenance of any irrigation system?

NO

YES, as explained in the box below:

8. Explain how any other proposed maintenance qualifies as a normal responsibility of the property owner to care, repair, and replace with like materials:

FAQs

When is a Historic Property Maintenance permit required?

Zoning and Development Ordinance (ZDO) [Subsection 707.06\(C\)\(1\)](#) allows the normal responsibilities of a property owner to care, repair, and replace with like materials County-designated Historic Landmarks, Historic Districts, and Historic Corridors, subject to standards.

Normal maintenance may include, but is not limited to:

- Painting and related preparation of a structure, provided original paint colors or colors appropriate to the historic period are used;
- Repair and/or replacement of roofing materials with the same kind of roofing materials;
- Grounds care and maintenance;
- Replacement of fences, shrubs, or other yard fixtures or landscaping with like type and/or style;
- In-kind replacement of small portions of existing materials that have been damaged or have decayed; and
- Installation and maintenance of irrigation systems;

Such maintenance requires approval of a Historic Property Maintenance land use permit, but **there is no charge for this application.**

What is the permit application process?

Historic Property Maintenance permits are subject to a “Type I” land use application process, as provided for in [Section 1307](#) of the ZDO. Public notice of Type I applications and decisions is not provided. A written decision on a Type I application is made by Planning and Zoning staff, and there is no County-level process to appeal that decision. If the application is approved, the applicant must comply with any conditions of approval identified in the decision.

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 I land use application within 20 days of when we deem the application to be complete.

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?