



COMMUNITY DEVELOPMENT DEPARTMENT

360 SW Avery Avenue
Corvallis, OR 97333-1192
(541) 766-6819
FAX (541) 766-6891

File # _____

APPLICATION

ALTERATION OF A HISTORIC RESOURCE

Property Owner or Contract Purchaser Information

Name: _____ Bus. Phone: _____

Address: _____ Home Phone: _____

City & Zip: _____ Email: _____

Other individuals to be notified of this application:

Name

Address

City & Zip

General Property Information

Assessor's Map & Tax Lot Number: T _____ S, R _____ W, Section(s) _____, Tax Lot(s) _____

Acreage: _____ Existing Structures: _____

Is this property on the National Register of Historic Places? _____ Is the property subject to the Special Assessment Tax Program? _____ If yes, please submit information with this application that shows that the proposed alteration is in compliance with the standards required by the State Historic Preservation Office.

Documentation of Current Condition

1. Please submit current photographs of the structure that clearly represent the front and side elevation. This is a contextual photograph which will enable the commission to be familiar with the entire structure.
2. Please submit as many current photographs to illustrate the area under consideration for change.
3. If the floor plan is to be affected, please submit a sketch of the floor plan as it currently exists.

Documentation of Proposed Changes

1. Please submit a clear presentation that illustrates the proposed changes are necessary. This should include professional architectural drawings if the project is of such a scope that the owner has had them prepared,

OR

Using an enlarged photograph, draw the proposed change. For example, show the location and configuration of a new window, dormer, porch, etc.

2. Please submit a sketch of the proposed alteration to illustrate the altered appearance.

3. Please submit a brochure of products proposed to be used such as windows, roofing material, porch posts, etc.

Documentation of Historic Appearance

When a proposal includes the restoration of a missing historic feature, the commission must have documentation of the following

1. Previous presence of the feature and its appearance, in the form of an historic photograph or illustration. If the owner declares that no historic photograph or illustration can be found, the owner should demonstrate to the satisfaction of the commission that all reasonable resources (Benton County Historical Museum, historic newspapers, etc.) have been searched.
2. If no photographic documentation can be found, the owner should present the commission with any physical evidence or clues that they have found on the structure for the missing element. Present current photographs of these clues. For example, a missing porch will often leave behind shadow marks which show the shape and location of the roof, height of railings, etc.

Further information that will be helpful when preparing documentation for the Historic Resources Commission to review:

1. Polaroid photographs will not be useful due to the grainy format. Regular 3 x 5 photographs are preferred.
2. The County must retain information that is submitted for review by the Historic Resources Commission. This means that you should submit copies, not originals.

The following information is the review criteria from the Benton County Code that Historic Resources Commission must use in reviewing the proposed alteration:

The Historic Resources Commission shall review an application for exterior alteration pursuant to the following guidelines:

- (a) **The removal or alteration of any historic material or distinctive architectural feature should be avoided.**
- (b) **Alterations that have no historical basis, or which seek to create an earlier or later appearance inconsistent with the age or type of the structure *sought* be altered, should be discouraged.**
- (c) **Changes in a structure which have taken place over time and which have acquired significance in their own right within the meaning of BCC 89.230(1), should be protected.**
- (d) **Deteriorated architectural features should be repaired rather than replaced. In the event that replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities.**
- (e) **Repair or replacement of missing architectural features should be based on accurate duplication of the feature, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of architectural elements from other structures.**
- (f) **Contemporary design for alterations or additions to existing properties should be discouraged unless such alteration and additions will not destroy significant historical, architectural or cultural material and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.**
- (g) **New additions, or alterations should be done in such manner that if the additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.**
- (h) **Alterations or additions should not significantly alter the character of the site or potential archaeological resource. [BCC 89.320(1)]**

A decision by the Historic Resources Commission to approve, approve with Conditions, or deny an application for an exterior alteration permit shall be based upon the following criteria:

- (a) The extent to which the state of repair of the structure creates a need for the alterations. An alteration required because of a defect or deterioration in the structural or environmental systems of the historic resource shall be given greater deference than an alteration for cosmetic purposes.**
- (b) The cost of complying with the guidelines in Subsection 1 as compared to the cost of the alteration as proposed by the applicant shall not cause an undue hardship on the applicant; and**
- (c) The significance and integrity of the historic resource, and the degree of impact of the proposed alteration. [BCC 89.320(2)]**

The Historic Resources Commission may attach conditions to the approval of an alteration permit in order to mitigate the impact of an alteration on an historic resource. Conditions may address, but shall not be limited to:

- (a) Design;**
- (b) Material;**
- (c) Location;**
- (d) Scale;**
- (e) Size; and**
- (f) Style. [BCC 89.320(3)]**

Please submit any additional information that would be useful in showing that the proposed alteration would meet the standards shown above.

The Historic Resources Commission typically meets once a month on a pre-determined date. Applications for an alteration should be submitted approximately five (5) weeks prior to the monthly meeting. Please contact the Development Department staff to find the next available meeting date.

Signature(s)

I hereby certify that the information contained in this application for an alteration of an historic resource is accurate to the best of my knowledge; and the proposed use would not violate any deed restrictions attached to the property. This application must be signed by all owners of the property.

_____	_____
Owner/Contract Purchaser Signature	Date
_____	_____
Owner/Contract Purchaser Signature	Date

For Office Use Only

Date Application Received: _____ Receipt Number: _____ By: _____

File Number Assigned: _____ Planner Assigned: _____

Date Application Deemed Complete: _____