



APPLICATION TO CERTIFY
HISTORIC APPROPRIATENESS

City of Independence
555 S. Main St./ P.O. Box 7
Independence, OR 97351
Phone 503-838-1212 / Fax 503-606-3282

OFFICE USE ONLY	
Permit #:	Property Type:
Fee: \$165	HPC Required: Yes No
Date Received:	Received By:
Meeting Date:	Approved By:

GENERAL INFORMATION

Project Address:

Project Description:

The proposal seeks the following action: Alteration of Existing Structure Demolition
 New Construction Other

PROPERTY OWNER

Name:

Mailing Address:

City:

State:

Zip:

Phone:

Cell:

Email:

Property Owner Signature:

Date:

APPLICANT

Name:

Business Name (if Applicable):

Mailing Address:

City:

State:

Zip:

Phone:

Cell:

Email:

Applicant's Interest in Property:

PROJECT DETAILS

- Complete application
- Information sufficient to show the details of the project - Required submittals for the various project types are listed on the back of this sheet.
- Written consent from the property owners where the use will be located, if not the applicant.
- Payment for review - \$165

SIGNATURE

By signing this form, I certify that the above statements and the statements in the attachments and exhibits transmitted herewith are true. I also acknowledge that any permit subsequently issued on this application may be revoked if it is found that any such statements are false.

Applicant's Signature: _____

Date: _____

Print Name: _____

REQUIRED SUBMITTALS

NEW STRUCTURE

If you seek to construct a new structure, please submit:

- Site Plans
- Building Elevations
- Building Plans
- Depictions of neighboring buildings including photos and estimates of the existing building setbacks and heights

ALTERATION TO STRUCTURE

If you seek to alter a historic structure, please submit:

- Photos that show existing conditions
- Plans to show proposed changes
- Existing and proposed materials
- A narrative that explains the project. The narrative should answer the following questions:
 - Why is the application proposed?
 - What historic materials will be impacted?
 - How has mitigation sequencing (avoidance, minimization and mitigation) been considered? Please explain your investigation of each step of the mitigation sequencing process listed below:

MITIGATION SEQUENCING – A KEY FRAMEWORK TO LIMIT THE IMPACT TO HISTORIC FEATURES/MATERIALS

Priority One - Avoidance of Impact - Please explain the alternatives that you considered to **avoid** impacts to historic features/materials, and why the total avoidance of the impact is not possible. For example, if windows are proposed to be replaced for energy efficiency, please explain the alternative means that you considered to promote energy efficiency in the structure, and why those measures alone are not appropriate to promote efficiency.

Priority Two - Minimization of Impact - If an impact cannot be avoided, please explain how you propose to **minimize** the impact to historic features/materials. For example, if a window replacement is necessary for bedroom egress, please explain how the impact will be limited to that window.

Priority Three - Mitigation of Impact - If an impact is necessary (following the consideration of the avoidance and minimization of a potential impact), please explain how you plan to **mitigate** the impact, including a description of the existing materials that will be impacted, and a depiction of the materials that will be used.

DEMOLITION OR RELOCATION OF STRUCTURE

If you seek to demolish a structure, please submit evidence to demonstrate that at least one of the following criteria is met:

- Criteria A. No prudent or feasible alternative to the demolition or relocation of the building exists.** Appropriate evidence may include financial estimates for construction costs, structural analyses, etc.
- Criteria B. The building or structure is deteriorated beyond repair and cannot be rehabilitated to provide a reasonable economic return compared to other structures in the general area.** Appropriate evidence may include structural analyses, development/remodel pro formas, market analyses of comparable real estate, etc.
- Criteria C. There is a demonstrated public need for the proposed new use or development that outweighs any public benefit that might be gained by preserving the subject building.** Appropriate evidence may include structural analyses, financial analyses for the proposed development, etc.