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# Historic Review of Demolition or Relocation

COMMUNITY DEVELOPMENT DEPARTMENT  
Planning Division  
P.O. Box 490  
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[www.cityofalbany.net](http://www.cityofalbany.net)

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**TO BE FILLED OUT BY STAFF**

File No. \_\_\_\_\_

Filing Fee \$618 (Fees subject to change every July 1)

Date Fee and Application Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Receipt No.: \_\_\_\_\_ Received By: \_\_\_\_\_

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## HISTORIC REVIEW OF DEMOLITION OR RELOCATION CHECKLIST

Before you submit an application to the Planning Division, please check this list to verify you are not missing essential information. An incomplete application may delay the approval process.

- BASIC INFORMATION.** Provide all the basic information about the site and proposal, including the current use of the building and the future use of the property.
- PHOTOGRAPHS.** Provide **TEN (10)** copies of any photographs that document the building's condition. Digital photographs are acceptable.
- DRAWINGS.** Provide **TEN (10)** copies of drawing(s) that show the location of the building on the property and any other buildings on the property. The drawing must be large enough that all dimensions, such as the building's height, can be read easily. If this application is for a move permit, provide **TEN (10)** copies of drawing(s) that show the location of the building on the new site.
- REVIEW CRITERIA RESPONSES.** On a separate paper, prepare a written statement addressing the review criteria and providing findings of fact in support of the application.
- PROPERTY NOTIFICATION LIST.** Submit one copy of a list of the names, addresses, and County Tax Assessor's map and tax lot identification of all properties within 100 feet of the site.
- SURROUNDING PROPERTY MAP.** Submit a County Assessor's map that outlines the area used to prepare the notification list.
- APPLICANT/PROPERTY OWNER INFORMATION.** List all current owners of record and others to be notified, such as agents and engineers. All property owners of record must sign the form. Agents may sign only with an attached Power of Attorney or letter of authorization from the actual owner(s).
- REVIEW FEE.** Submit a check made payable to the City of Albany in the appropriate amount for this application. See the front of the application form for the current fee.

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## HISTORIC REVIEW OF DEMOLITION OR MOVING

The City reviews demolition or relocation applications involving historic landmarks to explore all possible alternatives for preservation. Demolition of historic landmarks is an extreme and final measure.

A preapplication meeting is held for all applications unless the Community Development Director determines one is not necessary. The meeting provides for an exchange of information about Development Code and Comprehensive Plan requirements and offers technical and design assistance to the applicant.

An application for demolition or relocation is processed either through the Building Official's issuance of a permit, or as a Landmarks Advisory Commission procedure. Applications not meeting Building Official approval criteria are processed under the procedure described in Section 1.360 of the Albany Development Code. In addition to the applicant and adjoining property owners, the Landmark's Advisory Commission also receives notification during the 14-day comment period before the City's decision.

Projects that require a historic review may also require other land use reviews. If other reviews are required, they may be handled concurrently.

For applications requiring notification, the applicant is responsible for submitting the names and addresses of all property owners within 300 feet of the subject property as reflected by the latest County Assessor's records.

An application to demolish or move a historic building will be granted if the review body finds the application conforms with established criteria. Before the review body can approve an application, **the applicant must submit information (findings) that adequately support the application and the review criteria findings.** If the applicant submits insufficient or unclear information, the application will be denied or delayed.

Following a public hearing, the Landmarks Advisory Commission may either approve the application or invoke a stay to the demolition. During the stay, the Landmarks Advisory Commission will notify the owner of potential rehabilitation programs and benefits and encourage public or private acquisition and restoration of the landmark. The stay will be no longer than 365 days from the date the City receives a complete application.

The Landmarks Advisory Commission may impose the following conditions of approval on the demolition of a landmark on the local historic inventory:

- Submission to the City of photographic, video, or drawn records of the property to be demolished
- Salvage and curation of significant elements
- Other reasonable mitigation measures

All decisions must specify the basis for the decision. Landmarks Advisory Commission decisions may be appealed to the City Council. After the Landmarks Advisory Commission approves a demolition or moving application, the applicant must obtain the appropriate permit from the Building Division.

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## HISTORIC REVIEW DEMOLITION/MOVING APPLICATION

**Note: Some properties may have covenants or restrictions, which are private contracts between neighboring landowners. These frequently relate to density, minimum setbacks, or size and heights of structures. While these covenants and restrictions do not constitute a criterion for a City land use decision, they may raise a significant issue with regard to the City's land use criteria. It is the responsibility of the applicant to investigate these private covenants or restrictions.**

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### PROPERTY DESCRIPTION

Property address \_\_\_\_\_

List all other addresses on the property \_\_\_\_\_

Assessor's Parcel Map No. \_\_\_\_\_ Tax Lot No. \_\_\_\_\_

Zoning designation \_\_\_\_\_ Current use of site \_\_\_\_\_

Historic district (circle one)    Hackleman    Monteith    Downtown Commercial    Airport    Local Inventory

Historic building name \_\_\_\_\_

Historic rating (circle one)      Historic Contributing      Historic Non-Contributing      Non-Contributing

Building condition \_\_\_\_\_

\_\_\_\_\_

Will the building be relocated? \_\_\_\_\_

If so, where? \_\_\_\_\_

Why does the building need to be moved or demolished? \_\_\_\_\_

\_\_\_\_\_

Are there other options to demolition? Please describe \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### REVIEW PROCESS

The Building Official shall issue a permit for relocation or demolition if any of the following conditions exist:

1. The building or structure is designated non-contributing within an historic district,
2. The building or structure has been damaged in excess of 70% of its previous value in a fire, flood, wind, or other Act of God, or vandalism. [ADC 7.310]

Those requests not meeting Building Official approval conditions shall be reviewed by the Landmarks Advisory Commission. The application shall be submitted at least 35 days in advance of the next regularly scheduled public hearing/meeting of the Landmarks Advisory, unless waived by the Director when adequate notice can otherwise be achieved.

In approving an application for the demolition of a Landmark on the Local Historic Inventory, the Commission may impose the following conditions:

1. Photographic, video or drawn recordation of the property to be demolished be submitted to the City, and/or
2. Salvage and curation of significant elements, and/or
3. Other reasonable mitigation measures. [ADC 7.340]

No provision in this ordinance shall be construed to prevent the alteration, demolition, or relocation of all or part of a Landmark on the Local Historic Inventory if the Building Official certifies that such action is required for public safety. [ADC 7.350]

Following a public hearing, the Landmarks Advisory Commission may either approve the request or invoke a stay to the demolition. During the stay, the Landmarks Advisory Commission will notify the owner of potential rehabilitation programs and benefits and encourage public or private acquisition and restoration of the landmark. The length of the stay will be no more than 365 days from the date a complete application was received by the City. All decisions to approve, approve with conditions, or stay shall specify the basis for the decision. Decisions of the Landmark's Advisory Commission can be appealed to the City Council. [ADC 7.360]

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## REVIEW CRITERIA

The Landmarks Advisory Commission must find that the demolition or relocation request meets the following applicable criteria:

- 1a. No prudent or feasible alternative exists, OR
- 1b. The building or structure is deteriorated beyond repair and cannot be economically rehabilitated on the site to provide a reasonable income or residential environment compared to other structures in the general area, OR
- 1c. There is a demonstrated public need for the new use that outweighs any public benefit that might be gained by preserving the subject buildings on the site.
2. The proposed development, if any, is compatible with the surrounding area considering such factors as location, use, bulk, landscaping, and exterior design.
3. If the building or structure is proposed to be moved, moving to a site within the same historic district is preferred to moving it outside the district. [ADC 7.330]

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## REQUIRED ATTACHMENTS

- A. **Application contents.** An application for demolition or relocation of a rated structure must include **TEN (10)** copies of the following documents:
  1. Photographs of the structure that document the building's condition.
  2. A description of the previous and existing uses of the structure and the intended future use of the property.

3. A drawing showing the location of the building on the property and any other buildings on the property. If this application is for a move permit, show the location of the building on the new site.
4. The overall height of the building and the general type of construction.
5. **A written statement addressing the review criteria and providing findings of fact in support of the application.**

B. **Parcel map.** Using a County Assessor's map, show the area proposed for the demolition or relocation and property owners within 100 feet of the site.

C. **Surrounding property ownership.** Provide names and addresses of all property owners within 100 feet of the subject property as reflected by the latest County Assessor's records. Names must be typed on the attached mailing label format sheet.

**Note:** Please submit **TEN (10)** sets of originals for any color document or photo submissions. Digital photos are acceptable.

## APPLICANT INFORMATION

**Property Owner(s).** Please print or type the names of all property owners and authorized agents. Use additional sheets, if necessary. At least one of the authorized agents must sign the application.

Name (print or type) \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

\_\_\_\_\_

Daytime Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email (optional) \_\_\_\_\_

Name (print or type) \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

\_\_\_\_\_

Daytime Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email (optional) \_\_\_\_\_

**Authorized Agent(s) or Representative(s).** *Authorized agents must submit evidence of their authority to act on the property owner's behalf.*

Name (print or type) \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

\_\_\_\_\_

Daytime Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email (optional) \_\_\_\_\_

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## APPLICATION AUTHORIZING SIGNATURES

*I hereby apply for a Historic Review of Demolition or Moving as requested on this form and certify that the list of attachments is correct, and that the names and addresses of the surrounding property owners are correct as reflected by the latest records in the Linn or Benton County Assessor's Office.*

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Applicant's Signature			Date	
(check one)	Owner _____	Agent _____	Option Holder _____	Contract Buyer _____

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Applicant's Signature			Date	
(check one)	Owner _____	Agent _____	Option Holder _____	Contract Buyer _____

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Applicant's Signature			Date	
(check one)	Owner _____	Agent _____	Option Holder _____	Contract Buyer _____

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Applicant's Signature			Date	
(check one)	Owner _____	Agent _____	Option Holder _____	Contract Buyer _____

