



Historic Review of Exterior Alterations

COMMUNITY DEVELOPMENT DEPARTMENT
Planning Division
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Albany, OR 97321
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TO BE FILLED OUT BY STAFF

File No. _____

Filing Fee \$38 (Fees subject to change every July 1)

Date Fee and Application Received: _____ Amount Paid: _____

Receipt No.: _____ Received By: _____

HISTORIC REVIEW OF EXTERIOR ALTERATIONS 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 building and proposed project.
- PHOTOGRAPHS.** Provide **TEN (10)** copies of any photographs that show the current condition of the area you intend to alter. Digital photographs are acceptable.
- CONSTRUCTION PLANS.** Submit **TEN (10)** copies of construction plans (architectural drawings or schematics) showing detailed building elevations and exterior plans, including foundation, setbacks, etc.
- ALTERATION DESCRIPTION.** Submit **TEN (10) copies** of an accurate alteration description, including photographs, drawings, sketches, building elevations, scale models, or other information. Include types of materials, size of proposed additions, etc. to best allow the review body an ability to determine if the application complies with the Albany Development Code standards.
- 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.

HISTORIC REVIEW OF EXTERIOR ALTERATIONS

The City reviews alterations to historic landmarks to encourage the preservation of characteristics that led to their designation as landmarks. Review is required for major exterior alterations or additions to historic contributing and historic non-contributing buildings or structures in the historic districts, and to landmarks outside the districts.

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.

Historic review is not required for buildings or structures originally constructed after 1945, or for changes to paint color to any home or structure.

Either the Community Development Director or the Landmarks Advisory Commission reviews exterior alteration applications. The Landmark's Advisory Commission replaces the Hearings Board or Planning Commission as the review body. Exterior or interior alterations to buildings in Oregon's Special Assessment of Historic Property Program require approval by the State Historic Preservation Office.

Projects that require an 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 100 feet of the property, as reflected by the latest County Assessor's records.

Exterior alterations will be approved if the review body finds the application conforms with the established criteria. Before the review body can approve an application, the applicant must submit information that adequately supports the application. If the applicant submits insufficient or unclear information, the application will be denied or delayed.

The review body may designate conditions of approval in order to assure conformance with the Albany Development Code. Guarantees and evidence that such conditions will be complied with may be required.

Conditions of approval may include regulation of:

- Special yards and spaces.
- Fences and walls.
- Particular architectural details or designs.
- Points of vehicle entry and exit.
- Building textures, colors, architectural features, and height.
- Landscaping, screening, and buffering.
- Time period within which the proposed use must be developed.
- Preservation of natural vegetative growth and open space.
- Other conditions that will ensure the orderly and efficient development of the City according to the Comprehensive Plan.

All decisions must specify the basis for the decision. Landmarks Advisory Commission decisions may be appealed to the Albany City Council. Decisions of the Community Development Director may be appealed to the Landmarks Advisory Commission.

HISTORIC REVIEW OF EXTERIOR ALTERATIONS 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 private covenants or restrictions.

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

HOUSE DESCRIPTION

House Architectural Style _____ Construction date _____

Current condition _____

PROJECT DESCRIPTION

Proposed alteration(s) (include dimensions, materials & application methods) _____

How will the project cause the structure to either approximate or be compatible with the historic character of the original structure? _____

How will the original materials and architectural features/elements be preserved? _____

When do you expect to complete the proposed alteration? _____

REVIEW CRITERIA

1. The Community Development Director will approve residential alteration applications if one of the following criteria is met:
 - a) There is no change in historic character, appearance or material composition from the existing structure.
 - b) The proposed alteration materially duplicates the affected exterior building features as determined from an early photograph, original building plans, or other evidence of original building features.
 - c) The proposed alteration is not visible from the street.
2. For all other requests, the Landmarks Advisory Commission will review and process the alteration proposal. The applicant and adjoining property owners within 100 feet will receive notification of the Landmarks Advisory Commission public hearing on the proposal. The Commission will accept written and verbal testimony on the proposal. For buildings on the Special Assessment of Historic Property Program, the Landmarks Advisory Commission decision will be forwarded to the State Historic Preservation Office. [ADC 7.120]

Exterior Alteration Review Criteria. For applications other than for the use of substitute materials, the review body must find that one of the following criteria has been met in order to approve an alteration request:

1. The proposed alteration will cause the structure to more closely approximate the historical character, appearance or material composition of the original structure than the existing structure, or
2. The proposed alteration is compatible with the historic characteristics of the area and with the existing structure in massing, size, scale, materials, and architectural features.

The review criteria for the use of substitute siding, windows, and trim shall be as found in ADC 7.170-7.225. The review body will use the Secretary of the Interior's Standards of Rehabilitation (listed below) as guidelines in determining whether the proposed alteration meets the review criteria [ADC 7.150].

The Secretary of the Interior's Standards for Rehabilitation. The following standards are to be applied to rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic material or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic material shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old, and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired [ADC 7.160].

REQUIRED ATTACHMENTS

- A. **Application contents.** An application for exterior alteration approval must include **TEN (10)** copies of the following documents:
 - B. **Photographs.** Photographs that clearly show the current condition of the area you intend to alter and resulting change in the structure's appearance.
 - C. **Construction plans.** Architectural drawings or schematics showing detailed building elevations and exterior plans, including foundation, setbacks, etc.
 - D. **Alteration description.** To determine whether the application complies with Albany Development Code standards, the review body will need an accurate alteration description. Submit photographs, drawings, sketches, building elevations, scale models, or other information. Include types of materials, size of proposed additions, etc.
 - E. **Parcel map.** If this application will be reviewed by the Landmarks Advisory Commission, use a County Assessor's map to show the area proposed for the alteration and property owners within 100 feet of the site.
 - F. **Surrounding property ownership.** If this application will be reviewed by the Landmarks Advisory Commission, 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) _____

APPLICATION AUTHORIZING SIGNATURES

I hereby apply for a Historic Review of Exterior Alterations 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.

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

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

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 (check one) Owner _____ Agent _____ Option Holder _____ Contract Buyer _____

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 (check one) Owner _____ Agent _____ Option Holder _____ Contract Buyer _____

