



Historic Review, Designation, Re-Rating, or Removal of Landmarks & Districts

COMMUNITY DEVELOPMENT DEPARTMENT
Planning Division
P.O. Box 490
333 Broadalbin Street SW
Albany, OR 97321
Phone (541) 917-7550 Fax (541) 917-7598
www.cityofalbany.net

TO BE FILLED OUT BY STAFF

File No. _____

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

Date Received: _____ Amount Paid: _____

Receipt No.: _____ Received By: _____

HISTORIC REVIEW, DESIGNATION OF LANDMARKS 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 **TEN (10)** copies of all documents about the site and the proposal.
- WRITTEN DESCRIPTION/MAP.** Provide **TEN (10)** copies of the proposed district's boundaries, or the location of the proposed landmark or property to be evaluated.
- PHOTOGRAPHS.** Provide **TEN (10)** copies of photographs of the site and structures that document the features proposed for designation as a landmark. Digital pictures are acceptable.
- EXPLANATORY STATEMENT.** Provide **TEN (10)** copies of a statement explaining the reasons why the proposed district, landmark or property should be designated; reasons why the proposed boundaries of the proposed district are appropriate; and any impact that designation of the proposed district or landmark would have on the owners, surrounding residents, or other property owners in the area.
- 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 names, addresses, and County Tax Assessor's map and tax lot identification of all properties within 300 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.

DESIGNATION, RE-RATING, REMOVAL OF LANDMARKS

The designation of historic landmarks allows the City to recognize, rate and protect its historic architecture. Properties listed on the National Register of Historic Places are eligible for automatic listing on the Local Historic Inventory. The Local Historic Inventory identifies buildings, sites, structures, objects and districts of historical importance or architectural significance that are considered exemplary of their time and style. Regulating historic landmarks provides a way to review proposed changes and encourage the preservation of historical or architectural value. Periodically it may be necessary to re-rate or remove the designation of a historic landmark to reflect changing conditions, community values or needs.

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.

Procedures.

1. **Designation.** The City reviews applications for designation of historic landmarks and districts through legislative or quasi-judicial procedure. The process is legislative when it affects a large number of people or properties. The Landmarks Advisory Commission is the initial review body. The City Council makes the final historic designation.
2. **Amendment to Existing Historic Districts.** Changes or additions to the period of significance statement, property rating structure, or boundaries of an existing historic district are reviewed under the legislative process. The Landmarks Advisory Commission is the initial review body. The City Council reviews and adopts any amendments to the historic districts.
3. **Local Historic Inventory Removal.** Only landmarks outside the National Register Historic Districts that are not listed on the National Register of Historic Places individually are eligible for removal from the Local Historic Inventory. The Community Development Director may delete any demolished or removed historic structure outside the historic districts from the Local Historic Inventory. If a National Register building or structure is demolished or moved, application must be made to the State Historic Preservation Office to redesignate the property and/or remove it from the National Register.
4. **Individual Property Re-Rating.** The Landmarks Advisory Commission reviews applications to re-rate individual properties.

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.

Designation, re-rating, or removal of a landmark will be approved if the review body finds the application conforms to 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.

All decisions must specify the basis for the decision. Albany City Council decisions may be appealed to the Land Use Board of Appeals. Landmark's Advisory Commission decisions may be appealed to the Albany City Council.

DESIGNATION OF LANDMARKS 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 (FOR INDIVIDUAL LISTINGS)

Property address _____

Assessor's Parcel Map No. _____ Tax Lot No. _____

Zoning designation _____

Historic building name _____

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

FOR NEW HISTORIC DISTRICTS – Attach a sheet that includes the above information for each property to be included in the proposed district.

REVIEW CRITERIA

Designation. In addition to being at least fifty years of age, the review bodies must find that one of the following criteria has been met in order to approve a proposed landmark or district:

1. The proposed landmark or district has historic significance because:
 - a) There is an association with the life or activities of a person, group, organization, or institution that has made a significant contribution to the city, county, state, or nation;
 - b) There is an association with an event that has made a significant contribution to the city, county, state, or nation;
 - c) There is an association with broad patterns of political, economic, or industrial history in the city, county, state, or nation;
 - d) Existing land use surrounding the resource contributes to the integrity of the historic period represented; or
 - e) The resource contributes to the continuity or historic character of the street, neighborhood, and/or community.

2. The proposed landmark or district has architectural significance because:
 - a) It is an example of a particular architectural style, building type and/or convention;
 - b) It has a high quality of composition, detailing and/or craftsmanship;
 - c) It is an example of a particular material and/or method of construction;
 - d) The resource retains its original design features, materials and/or character;
 - e) It is the only remaining, or one of a few remaining resources of a particular style, building type, design, material, or method of construction; or
 - f) It is a visual landmark.

3. The proposed landmark or district is listed on the National Register of Historic Places. [ADC 7.070]

Re-Rating or Removal. The review body must find that one of the following criteria is met in order to approve a re-rating or remove a landmark from the Local Historic Inventory:

1. The inventory was in error.
2. Additional research has uncovered an association with a person, group, organization, institution or events that have made a significant contribution to the city, county, state or nation or additional research has been compiled regarding the architectural significance of a structure or style.
3. Alterations to the structure have caused it to more closely approximate the historical character, appearance, or material composition of the original structure.
4. Alterations to the structure have removed distinguishing features or otherwise altered the exterior such that the existing rating is no longer justified.
5. The reasons for designating the historic landmark no longer apply. [ADC 7.080]

REQUIRED ATTACHMENTS

- A. **Application contents.** An application for designation of a landmark must include **TEN (10)** copies of the following documents:
 1. A written description and a map of the proposed district's boundaries or the location of the proposed landmark or property to be evaluated.
 2. A statement explaining:
 - a) The reasons why the proposed district, landmark or property should be designated.
 - b) The reasons why the proposed boundaries of the proposed district are appropriate.
 - c) Any impact that designation of the proposed district or landmark would have on the owners, surrounding residents or other property owners in the area.
- B. **Parcel map.** For applications requiring notification, use a County Assessor's map to show the area proposed for landmark designation and property owners within 300 feet of the site.
- C. **Surrounding property ownership.** For applications requiring notification, provide names and addresses of all property owners within 300 feet of the 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 documents 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 Designation of a Landmark 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 _____

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

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

