



Historic Review of New Construction

COMMUNITY DEVELOPMENT DEPARTMENT
Planning Division
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TO BE FILLED OUT BY STAFF

File No. _____ Date of Preapplication Conference _____

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

Date Fee and Application Received: _____ Amount Paid: _____

Receipt No.: _____ Received By: _____

HISTORIC REVIEW OF NEW CONSTRUCTION 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.
- SITE PLAN.** Provide **TEN (10)** copies of a site plan showing the location of the structure on the site, setbacks, building dimensions, driveways and landscape areas, and the general location of structures on adjacent lots.
- ELEVATION PLANS.** Submit **TEN (10)** copies of elevation plans that are sufficiently detailed to show the general scale, bulk building materials, and architectural elements of the structure.
- CONSTRUCTION PLANS.** Submit **TEN (10)** copies of construction plans (architectural drawings or schematics) showing detailed building elevations and exterior plans, including foundation, setbacks, etc.
- 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 NEW CONSTRUCTION

The City reviews the exterior design of new construction in a historic district to ensure that new structures over 100 square feet are compatible with the district's character.

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.

The Community Development Director reviews applications for new construction. The Director may refer an application to the Landmarks Advisory Commission for a decision. New construction (additions) to buildings participating in Oregon's Special Assessment of Historic Property Program also requires review and approval by the State Historic Preservation Office.

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 Landmark's Advisory Commission review, 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.

New construction 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.

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, 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 NEW CONSTRUCTION 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

Is there a building on the property? Yes No Est. Const. Date: _____ Architecture Style: _____

Historic rating of existing buildings: Historic Contributing Historic Non-Contributing Non-Contributing

Property dimensions and total land area involved in the application _____

PROJECT DESCRIPTION

Current use of site _____

Proposed type and use of structure _____

Construction materials and style (project description) _____

Location on the site: Front setback _____ Side setback _____ Rear _____

Anticipated completion of proposed building _____

REVIEW CRITERIA

The Community Development Director or the Landmarks Advisory Commission must find that the application meets the following applicable criteria in order to approve a new construction application:

1. Within the Monteith and Hackleman Districts:
 - a) The development maintains any unifying development patterns such as sidewalk and street tree location, setbacks, building coverage, and orientation to the street.
 - b) The structure is of similar size and scale of surrounding buildings, and as much as possible reflects the craftsmanship of those buildings.

- c) Building materials are reflective of and complementary to existing buildings within the district. Within the Downtown District:
 - a) The development maintains the horizontal elements of adjacent buildings. These horizontal elements can include an alignment of window frames, roof lines, facades and clear distinction between first floors and upper floors.)
 - b) The development maintains other historic patterns, such as the horizontal/vertical pattern of upper story windows and the pattern of entrances along the street.
 - c) Building materials are reflective of and complementary to existing historic buildings within the district.
 - d) Lot coverage, setbacks, and building orientation to the street are consistent with the surrounding development patterns.
 - e) The development maintains the pedestrian scale and orientation of the downtown district. [ADC 7.270]

The applicant must provide written facts for each applicable criterion in support of the proposed new construction.

REQUIRED ATTACHMENTS

- A. **Application contents.** Applications for new construction design approval must include **TEN (10)** copies of the following documents:
 - 1. A site plan showing the location of the structure on the site, setbacks, building dimensions, driveways and landscape areas, and the general location of structures on adjacent lots.
 - 2. Elevations sufficiently detailed to show the general scale, bulk building materials, and architectural elements of the structure.
 - 3. Nine copies of construction plans (architectural drawings/schematics) showing detailed building elevations and exterior plans, including foundation, setbacks, etc.
- B. **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 construction and property owners within 100 feet of the site.
- C. **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 provide **TEN (10)** sets of originals for any color document or photo submissions. Digital photographs 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 New Construction 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 _____

