



City of Silverton
306 South Water Street
Silverton, OR 97381
(503) 874-2207 fax: (503) 873-3210

FOR OFFICE USE ONLY:

Planning File No. : _____

Date Received: _____ Fee: _____

Land Use Type: I / II / III

Received by: _____

HISTORIC DESIGN REVIEW APPLICATION

Project Name: _____

Applicant:

Name: _____

Mailing Address: _____

Phone Number: _____

Relationship to Property Owner: _____

Email Address: _____

Applicant's Representative:

Name: _____

Mailing Address: _____

Phone Number: _____

Relationship to Property Owner: _____

Email Address: _____

Property Owner(s):

Name: _____

Mailing Address: _____

Phone Number: _____

Site Information:

Address: _____

Assessors _____

Map/Taxlot #: _____

Current Use of Site: _____

Zoning Designation: _____

Required Attachments and Information:

Site Analysis Map. At a minimum the site analysis map shall contain the following:

- a. The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions and gross area shall be identified;
- b. Topographic contour lines at 2-foot intervals or less for slopes of less than 10 percent, and 5-foot intervals for steeper slopes;
- c. Identification of slopes greater than 12 percent, consistent with the method of measurement and contour intervals required by the City Engineer;
- d. The location and width of all existing public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site;
- e. Potential natural hazard areas, including any flood areas subject to Chapter 2.5, areas subject to high water table, and areas mapped by the City, County, or State as having a potential for geologic hazards;
- f. Resource areas, including marsh and wetland areas, streams, and wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;
- g. Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches;
- h. Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots;
- i. The location, size and species of existing trees and other vegetation having a caliper (diameter) of six (6) inches or greater at four feet above grade;
- j. North arrow, scale, names and addresses of all persons listed as owners of the subject property on the most recently recorded deed;
- k. Name and address of project designer, engineer, surveyor, and/or planner, if applicable.

Proposed Site Plan. The site plan shall contain the following information:

- a. The proposed development site, including boundaries, dimensions, and gross area;
- b. Features identified on the site analysis map that are proposed to remain on the site;
- c. Features identified on the site analysis map, if any, which are proposed to be removed or modified by the development;
- d. The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;
- e. The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;
- f. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;
- g. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops);
- h. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails;

- i. Loading and service areas for waste disposal, loading and delivery;
- j. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements;
- k. Location, type, and height of outdoor lighting;
- l. Location of existing and proposed mail boxes;
- m. Name and address of project designer, if applicable;
- n. Locations of bus stops and other public or private transportation facilities;
- o. Sign concept plan (e.g., locations, general size, style and materials of signs). (Signs are subject to review and approval under Silverton Municipal Code Section 15.16.)

Architectural Drawings. Architectural drawings showing one or all of the following shall be required for new buildings and major remodels:

- a. Building elevations with building height and widths dimensioned, and materials labeled;
- b. Building materials, colors and type; a materials sample board may be required;
- c. The name of the architect or designer.

Documentation From the Historic Resources Inventory.

Preliminary Grading Plan. A preliminary grading plan prepared by a registered engineer shall be required for development sites ½ acre or larger. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed. Surface water detention and treatment plans may also be required, in accordance with Section 3.4.400.

Landscape Plan. A preliminary landscape plan may be required at the direction of the Community Development Director and shall show the following:

- a. The location and height of existing and proposed fences, buffering or screening materials;
- b. The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
- c. The location, size, and species of the existing and proposed plant materials (at time of planting);
- d. Existing and proposed building and pavement outlines;
- e. Specifications for soil at time of planting, irrigation if plantings are not drought-tolerant (may be automatic-underground or other approved method of irrigation) and anticipated planting schedule;
- f. Other information as deemed appropriate by the Community Development Director. An arborist's report may be required for sites with mature trees that are protected under Chapter 3.2. Landscape, Street Trees, Fences and Walls of this Code.

Narrative. Explain the proposal including the intent, nature, and proposed use of the development. In addition, explain how the proposed Historic Design Review meets **each and all** of the following review criteria and standards in sufficient detail for review and decision-making:

1. **Facades** – Characteristic architectural features, such as balconies, porches, bay windows, dormers, or trim details on main facades shall be retained, restored, or designed to complement the primary structure and any existing surrounding comparable historic resources. Particular attention should be paid to those facades facing street rights-of-way. Architectural elements inconsistent with the property's existing building design or style shall be avoided.

2. Building Materials - Building materials shall be reflective of, and complementary to, those found on the existing Designated Landmarks Register property and existing surrounding comparable historic resources. Siding materials of vertical board, plywood, cement stucco, aluminum, exposed concrete block, and vinyl shall be avoided, unless documented as being consistent with the original design or style of the property.
3. Architectural Details - Retention and repair of existing character-defining elements of a structure, such as molding or trim, brackets, columns, cladding, ornamentation, and other finishing details and their design or style, materials, and dimensions, shall be considered by the property owner prior to replacement. Replacements for existing architectural elements or proposed new architectural elements shall be consistent with the resource's design or style. If any previously existing architectural elements are restored, such features shall be consistent with the documented building design or style. Conjectural architectural details shall not be applied.
4. Scale and Proportion - The size and proportions of the alteration or new construction shall be compatible with existing structures on the site, if proposed to remain, and with any surrounding comparable structures. Additions or new construction shall generally be smaller than the impacted Designated Historic Resource, if proposed to remain. In rare instances where an addition or new construction is proposed to be larger than the original historic resource, it shall be designed such that no single element is visually larger than the original resource, if proposed to remain, or any existing surrounding comparable historic resources.
5. Height - To the extent possible, the height of the alteration or new construction shall not exceed that of the existing historic resource, if proposed to remain, and any existing surrounding comparable historic resources. However, second story additions are allowed, provided they are consistent with the height standards of the underlying zoning designation and other chapters of this Code, and provided they are consistent with the other review criteria contained herein.
6. Roof Shape - New roofs shall match the pitch and shape of the original historic structure if proposed to remain, or any existing surrounding compatible historic resources.
7. Pattern of Window and Door Openings - To the extent possible window and door openings shall be compatible with the original features of the existing historic resource, if proposed to remain, in form (size, proportion, detailing), materials, type, pattern, and placement of openings.
8. Building Orientation - Building orientation shall be compatible with existing development patterns on the Designated Landmarks Register property, if proposed to remain, and any existing surrounding comparable historic properties. In general, alteration or new construction shall be sited so that the impact to primary facade(s) of the historic structure proposed to remain is minimized.
9. Site Development - To the extent practicable, given other applicable development standards, such as standards in this Code for building coverage, setbacks, landscaping, sidewalk and street tree locations, the alteration or new construction shall maintain existing site development patterns, if proposed to remain.
10. Accessory Development/Structures - Accessory structures development such as exterior lighting, walls, fences, awnings, and landscaping that are associated with an alteration or new construction shall be visually compatible with the architectural design or style of the existing Designated Landmarks Register property, if proposed to remain, and any surrounding comparable historic properties.

11. **Garages** - Garages, including doors, shall be compatible with the site's primary structure, if proposed to remain, based on factors that include design or style, roof pitch and shape, architectural details, location and orientation, and building materials. The design or style of alteration or new construction involving an existing or new garage, visible from public rights-of-way or private street rights-of-way, shall also be compatible with the design or style of other surrounding comparable historic properties.
 12. **Chemical or Physical Treatments** - Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
 13. **Differentiation** - An alteration or new construction shall be differentiated from the portions of the site's existing historic resource. However, it shall also be compatible with the historic resource's significant materials, design or style elements, features, size, scale, proportion, and massing. Therefore, the differentiation may be subtle and may be accomplished with variations in wall or roof alignment, offsets, roof pitch, or roof height. Alternatively, differentiation may be accomplished by a visual change in surface, such as a molding strip or other element that acts as an interface between the original resource and the alteration or new construction.
- Traffic Impact Study.** When required, shall be prepared in accordance with the road authority's requirements. See Section 4.1.900 for relevant standards.
 - Deed Restrictions.** Copies of all existing and proposed restrictions or covenants, including those for access control.
 - Posting Requirements.** At least ten (10) days prior to a public hearing the applicant shall post a sign supplied by the Community Development Department on the site where it is clearly visible to pedestrians and motorists. The sign must be returned within fourteen (14) days after the public hearing or the applicant will be billed \$300 dollars to replace the sign.
 - Mailing List.** A certified list prepared by a title company or certified by Marion County Tax Assessor's office with the names and addresses of all property owners within 500 feet of the subject site. The list shall be formatted to Avery 5160 (1" x 2 5/8") labels for reproducing by the City.
 - Submittal Requirements.** For initial staff review five (5) printed copies of the application and attachments shall be submitted. For Historic Landmarks Commission reviews, an additional seven (7) copies shall be submitted after the application is deemed complete. In addition, to the printed copies an electronic copy of the Narrative shall be submitted to the City.

Authorizing Signatures:

I hereby certify that the information on this application and attachments are correct and that the property affected by this application is in the exclusive ownership or control of the applicant, or that the applicant has the consent of all partners in ownership of the affected property. An authorization letter from the property owner has been attached in the event that the owner's signature has not been provided below.

Property Owner(s):

Print or Type	Signature
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Print or Type	Signature
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Print or Type	Signature
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Application(s) or Authorized Agent:

Print or Type	Signature
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Print or Type	Signature
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