

Please complete the following application checklist. Note that additional information may be required upon further review in order to adequately address the applicable criteria for approval. If you have any questions about filling out this application, please contact Planning staff at the Permit and Information Center, phone (541) 682-5377, 99 West 10th Avenue, Eugene.

List all Assessors Map and Tax Lot numbers of the property included in the request.

Assessor's Map	Tax Lot	Zoning

Street Address (if available):

Existing Use(s) of the Property:

Proposed Use(s) of the Property:

Historic or Common Name:

Historic Designation Status: (Is the property currently designated on the National Register? Yes/No)

Submittal Requirements:

Provide 3 paper copies and one CD copy of all application materials (i.e. written statement, site plans, etc.) in pdf format at the time of initial submittal. Please note that it is the applicant's responsibility to make sure that the CD and paper copies are identical. Following completeness review, an updated CD and additional paper copies may be required. All site plans must be folded to a size equal or less than 11" x 17".

Written Statement

- Submit a detailed written statement and any additional materials or evidence necessary to demonstrate how this request is consistent with all applicable approval criteria (see Section 9.8165 of the Eugene Code). Please note that it is the applicant's responsibility to provide adequate information demonstrating how the project satisfies the applicable approval criteria. Failure to provide such information may result in a denial of the application.
- Physical Description – The written statement should include a description of the physical appearance of the historic property. Please include the year of construction, a description of the original appearance (if known), any past alterations or additions, and planned future work.
- Provide the name of original owner, architect, builder, and contractor, if known.
- Provide other available historical information/documents, such as legal abstracts, photos, plans, elevations, and architectural drawings.
- Provide a list of bibliographic references for all written, oral, graphic, or photographic materials used in preparing written application materials.

Site Plan and Architectural Information

- Show date, north arrow and standard engineer's scale on the site plan.
- Show Assessor's Map and Tax Lot numbers on the site plan.
- Show a vicinity map on the site plan. (Vicinity map does not need to be drawn to scale.)
- Include floor plans, elevation drawings, and a depiction of existing structures and other features on the subject property.

Supporting Analysis and Documents

- Provide a legal description of all property included in the application. This description must be typed on an 8-1/2 x 11" white sheet of paper (no letterhead) so that it is suitable for recording.
- Provide a historic property mitigation report.
- Provide current photographs of the historic property proposed for City Landmark Designation. All photographs should be clearly labeled with the name of the property, address, date, and view or detail. Minimum requirements include the following:
 - One photograph of each elevation with text identifying the view, such as "south elevation" or "main entry."
 - Four perspective photographs.
 - A minimum of four interior photographs (only needed if interior features are to be included in the designation or specified by the Historic Review Board).
- Provide additional photographs of garages, outbuildings, or any significant historic features that will aid the visual representation and architectural significance of the property.

NOTE: This is not a complete list of all potential requirements. Additional information including the services of a qualified professional may be required in order to adequately address the required approval criteria.

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and understands that omission of any listed item may cause delay in processing the application. I (We), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

OWNER (Also the Applicant? Yes / No):

Name (print): _____ Phone: _____

Address: _____

City/State/Zip: _____

Signature: _____

APPLICANT / **APPLICANT'S REPRESENTATIVE** (Check one):

Name (print): _____ Phone: _____

Company/Organization: _____

Address: _____

City/State/Zip: _____ E-mail (if applicable): _____

Signature: _____