

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 10<sup>th</sup> 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):**

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**Existing Use(s) of the Property:**

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**Proposed Use(s) of the Property:**

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**Historic or Common Name:**

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**Historic Property Designation Status**

National Register     City Landmark (Related City File Numbers        )

**Submittal Requirements:**

Provide 2 paper copies and one digital copy (CD, USB Drive, or Other) of all application materials (i.e. written statement, site plans, etc.). Digital files must be in PDF file format. Please note that it is the applicant's responsibility to make sure that the digital and paper copies are identical. Following completeness review, an updated digital and paper copies may be required. All paper 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 9.8175 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. Much of this information can be obtained from the property's landmark application.
- Description of Proposed Alteration – The written statement should describe the proposed alteration, new construction, or major new landscaping and its impact on the historical integrity of the landmark.

**Site Plan and Architectural Information**

- Show date, north arrow and standard engineer's scale on the site plan.

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- 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.
  - Provide architectural elevations and site design details of altered building(s), with supporting data to demonstrate compliance with approval criteria, as well as applicable development standards.
  - Clearly distinguish the existing conditions from proposed work. Detailed photographs may be substituted as documentation of existing conditions, if approved. Contact Planning staff for exact requirements.

**Supporting Analysis and Documentation**

- Provide a legal description of all property included in the alteration. 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 current photographs documenting the present condition of the structure, or site for major new landscaping, and significant details. All photographs should be clearly labeled with the name of the property, address, date, and view or detail. Minimum requirements include one photograph of each of the following:
  - One photograph of each elevation with text identifying the view, such as "south elevation" or "main entry."
  - Four perspective photographs (i.e. views demonstrating the relationship of the historic property to the site).
  - A minimum of four interior photographs (only needed if interior features were designated or specified by the Historic Review Board).

***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 that he/she 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: \_\_\_\_\_