

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, 97401.

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 Property Designation Status

National Register City Landmark (Related City File Numbers _____)

Filing Fee

A filing fee must accompany all applications. The fee varies depending upon the type of application and is adjusted periodically by the City Manager. Check with Planning staff at the Permit and Information Center to determine the required fee or check the City's website at www.eugeneplanning.org

Pre-Application Requirements

- A Pre-Application Conference was conducted, as required in Section 9.8160(3) of the Eugene Code. (Conference No.: _____)
- In order for the City to determine that an application for historic property demolition is complete, the owner must also provide documentation to show that purchase offers have been solicited for the historic property by giving notice of sale of the property within the previous year, as follows:
 - Listing the property for sale in both *The Register Guard* and *Oregonian* at least six times and at regular intervals;
 - Posting and maintaining visible for sale sign(s) on the property as specified by the Planning Director; and,
 - Making a financial prospectus on the status of the property available to interested parties.

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 9.8180 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.

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 Documentation

- 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 demolition. 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 (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 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: _____