City of Springfield
Development & Public Works
225 Fifth Street
Springfield, OR 97477
Planning@springfield-or.gov

Historical Review Application

Application Type	***(Applicant: check one)***
Historical Review Type 1: Minor Alterations; Sites or Structures:	☐
Historical Review Type 2: Major Alterations; Sites or Structures:	☐
Historical Review Type 3:	
Addition of a Site or Structure to the Historic Landmark Inventory	☐
Removal of a Site or Structure from the Historic Landmark Inventory	☐
Demolition of Historic Land Mark Structures	☐

Required Project Information	***(Applicant: complete this section)***
Applicant Name:	**Phone:**
Company:	**Email:**
Address:	
Applicant's Rep.:	**Phone:**
Company:	**Email:**
Address:	
Property Owner:	**Phone:**
Company:	**Email:**
Address:	
ASSESSOR'S MAP NO:	**TAX LOT NO(S):**
Property Address:	
Description of Proposal: If you are filling in this form by hand, please attach your proposal description to this application.	
Signatures: Please sign and print your name and date in the appropriate box on the next page.	

Required Project Information		***(City Intake Staff: complete this section)***
Associated Applications:		**Placard:**
Case No.:	**Date:**	**Reviewed by:**
***Application Fee: $**	**Admin Fee: $**	**Notice Fee: $**
TOTAL FEES: $	**PROJECT NUMBER:**	
***A deposit is collected and charged for Actual Cost of Service (COS) on some application types**		

Signatures

An application without the Owner's original signature will not be accepted.

Applicant:

The undersigned acknowledges that the information in this application is correct and accurate.

_____ **Date:** _____

Signature

_____

Print

Owner:

If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.

_____ **Date:** _____

Signature

_____

Print

Historical Review

The Historic (H) Overlay District is established to encourage the restoration, preservation and adaptive use of identified Historic Landmark Structures and Sites. The H Overlay District implements applicable Comprehensive Plan policies, the Washburne Historic Landmark District, Section 2.500 et seq., of the Springfield Municipal Code, 1997 and OAR Chapter 660-023.

The prospective applicant is encouraged to meet with planning staff to become familiarized with the review process and determine what is required for a complete application.

1. Applicant Submits an Application for Historical Review

The application must conform to the *Historical Review Requirements Checklist* included in this application packet.

2. Review

A. Type 1 applications for Minor Alterations of Historical Landmark Sites and Structures will be reviewed by City staff. The types of Minor alterations reviewed are:

1. Construction, modification or demolition of accessory structures;
2. Additions, partial or total demolitions or substantial alterations to the building façade of non-contributing and intrusive structures within the Washburne Historic District;
3. Replacement of damaged exterior features with virtually identical materials;
4. Additions, partial demolitions or alterations to Historic Landmark Sites and Structures which fully conform to the standards of SDC 3.3.945 and which are not visible from the street;
5. Installation of fewer than four (4) parking spaces;
6. Installation of signs of less than four (4) square feet; or
7. Any similar alteration or use which does not detract from the character of a Historic Landmark Site or Structure.

B. Type 2 applications for Major Alterations of Historical Landmark Sites and Structures will be reviewed by the Historical Commission. The Historical Commission acts as the Development Review Committee for issues involving SDC 3.3.900 Historical Overlay District. Adjacent property owners and occupants are notified and may attend a public review meeting and state their concerns, or send written comments. The types of Major alterations reviewed are:

1. Additions, partial demolitions, or substantial alterations to a building façade;
2. A change to a more intensive use category as defined in the underlying district;
3. Installation of four (4) or more parking spaces;
4. Removal or radical trimming of large established trees or vegetation, except where necessary for immediate public safety as determined by the City Engineer;
5. Specific Development Standards in the Washburne Historic Landmark District specified in SDC 3.3.935(B).;
6. New construction of 1,000 sq. feet or more within the Washburne Historic Landmark District; or
7. Any other alteration or use that the Director determines may detract from the historic character of a Historic Landmark Site or Structure.

C. **Type 3 Applications for Establishment of Historic Landmark Inventory, Removal from Historic Landmark Inventory, Demolition of Historic Landmark Structures and any Discretionary Use listed in the underlying zoning district as specified in SDC 5.9.100** will be reviewed by the Planning Commission following a recommendation by the Historical Commission. Adjacent property owners and occupants are notified and may attend a public hearing and provide testimony, or send written comments.

Major and Minor Alteration Standards (SDC 3.3.945)

The following standards apply to major and minor alterations as specified in SDC 3.3.915(B) and (C), within the H Overlay District.

1. Any proposed use shall minimize exterior alteration of the Historic Landmark Site or Structure and its environment; uses that require substantial exterior alteration shall not be permitted.

2. The distinguishing original qualities of the Historic Landmark Site or Structure and its environment shall not be substantially altered. The removal or alteration of any historic material or distinctive architectural features is prohibited unless an immediate hazard to public safety exists.

3. All historic Landmark Sites or Structures are recognized as products of their own time. Alterations which have no historic basis and which seek to create an earlier appearance are prohibited.

4. Changes that have taken place in the course of time are evidence of the history and development of a Historic Landmark Site or Structure and its environment. Where changes have acquired significance in their own right, this significance shall be recognized.

5. Distinctive stylistic features and examples of local or period craftsmanship which characterize a Historic Landmark Site or Structure shall be retained.

6. Deteriorated architectural features shall be repaired rather than replaced. In the even replacement cannot be avoided, the new material shall match the material being replaced in composition, design, color, texture and visual qualities. Repair or replacement of missing architectural features is based on accurate duplicate features, substantiated by historic, physical or pictorial evidence rather than on conjectural design, or the availability of different architectural elements from other buildings or structures.

7. New design for undeveloped Historic Landmark Sites in the Washburne Historic Landmark District and for alterations and additions to existing Historic Landmark Sites and Structures are permitted when they complement significant historic, architectural or cultural features and the design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.

8. New additions or alterations to Historic Landmark Structures shall not impair the essential form and integrity of the structure.

Demolition Standards (SDC 3.3.950)

Demolition of Historic Landmark Sites or Structures is an extreme measure that may be permitted only after all other reasonable alternatives for preservation have been thoroughly examined.

A. No demolition permit will be granted for any Historic Landmark Site or Structure unless the owner has demonstrated to the satisfaction of the Historical Commission that 1 of the following criteria applies:

1. The condition of the Historic Landmark Site or Structure constitutes a serious and immediate threat to the safety of the public or occupants that cannot be eliminated without repairs that would exceed 50 percent of the value of the structure itself.

a. A MIA-certified appraisal shall be required to determine the value of the Historic Landmark Structure.

b. At least 2 bids from qualified contractors shall be required to determine the cost of repairs to the Historic Landmark Structure.

2. The property owner has demonstrated that there would be no reasonable, long-term economic benefit from preservation of the Historic Landmark Site or Structure. In making this determination, the owner shall demonstrate that all potential uses or adaptive uses for the Historic Landmark Site or Structure have been thoroughly examined. For example:

a. The fact that a greater economic return would result from demolition than preservation is insufficient to meet this criteria.

b. A lack of adequate funds to pursue potential uses or adaptive uses is insufficient to meet this criteria (i.e., selling the Historic Landmark Site or Structure is an option that shall be considered).

B. If a Historic Landmark Site or Structure is permitted to be demolished, the property owner shall provide the Historical Commission with:

1. One (1) Copy and One (1) Digital Copy of measured drawings prepared by a qualified draftsperson showing the primary floor plans and the primary exterior elevations.

2. A set of photographs that document the exterior and interior details, including significant architectural elements.

C. The property owner shall also supply the Historical Commission with any artifact or other architectural element as identified by the Historical Commission. The artifact or architectural element shall be carefully removed and delivered to the Historical Commission in good condition to be used in future conservation work.

Historical Review Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

☐ **Application Fee** – refer to the *Master Fees & Charges Schedule* for the appropriate fee calculation. A copy of the fee schedule is available at the Development & Public Works Department and on the website at springfield-or.gov. Fees are based upon the Actual Cost of Service (ACS) for processing the application. A deposit is collected with the application submittal to cover the ACS and charged against for the time to process the application. In addition to the ACS there is a Comprehensive Planning Fee based on the acreage of the land being annexed. Copies of the fee schedule are available at the Development & Public Works Department. Fees are payable to the City of Springfield.

☐ **Historical Review Application Form**

☐ **A Brief Narrative** explaining the purpose of the proposal.

☐ **Proof of Ownership –** Deed or other recorded document.

In Addition:

☐ **Type 1 – Minor Alterations -One (1) Copy and One (1) Digital Copy of the Required Information:**

- ☐ Plot plan drawn to scale – See Plot Plan Requirements Checklist attached.
- ☐ Photos of the existing structure and/or each damaged exterior feature to be replaced to sufficiently show existing structure and/or conditions.
- ☐ Exterior elevation drawings of the new and/or modified structure.
- ☐ Type of façade materials to be utilized including manufacturer's specification brochures.
- ☐ Type of construction materials to be utilized including manufacturer's specification brochures.

For Installation of fewer than four (4) parking spaces:

- ☐ Plot plan drawn to scale – See Plot Plan Requirement Checklist attached.
- ☐ Location of trees and vegetation, indicating what vegetation is to be removed.
- ☐ Number of parking spaces shown as proposed (to scale).

☐ **Type 2 – Major Alterations - One (1) Copy and One (1) Digital Copy of the Required Information:**

- ☐ Plot plan drawn to scale – See Plot Plan Requirements Checklist attached.
- ☐ Photos of the existing structure and/or each damaged exterior feature to be replaced to sufficiently show existing structure and/or conditions.
- ☐ Exterior elevation drawings of the new structure, addition, alteration or area to be demolished drawn to scale.
- ☐ Existing type of façade materials.
- ☐ Type of façade materials to be utilized including manufacturer's specification brochures.
- ☐ Type of construction materials to be utilized including manufacturer's specification brochures.

For Installation of four (4) or more parking spaces:

- ☐ Plot plan drawn to scale – See Plot Plan Requirement Checklist attached.

☐ Location of trees and vegetation, indicating what vegetation is to be removed.
☐ Number of parking spaces shown as proposed (to scale).

☐ **Type 3 – One (1) Copy and One (1) Digital Copy of the Required Information:**

Addition of Site or Structure to Historic Landmark Inventory:

☐ Plot plan drawn to scale – See Plot Plan Requirements Checklist attached.
☐ Complete City of Springfield Historic Inventory Form.
☐ Current photo of each exterior wall of the structure or if a vacant site, one current photo of the site.
☐ Written findings which address the criteria for Establishment of Historic Landmark Inventory (SDC 3.3.920).

Removal of Site or Structure from Historic Landmark Inventory:

☐ Plot plan drawn to scale – See Plot Plan Requirements Checklist attached.
☐ Copy of the City of Springfield Historic Inventory Form.
☐ Copy of the National Register Designation (if applicable).
☐ Current photo of the site or structure.
☐ Written findings determining Historic Designation was erroneously applied according to the criteria for Establishment of Historic Landmark Inventory (SDC 3.3.920).

Demolition of Historic Landmark Structure:

☐ Plot plan drawn to scale – See Plot Plan Requirements Checklist attached.
☐ Information to meet the criteria of Demolition standards (SDC 3.3.950).

Plot Plan Requirements

A Plot plan must be drawn in ink on quality paper no smaller than 8 ½" X 14" and must contain the following information:

- The scale (appropriate to the area involvied and sufficient to show detail of the plan related data such as 1' = 30", 1" = 50' OR 1" = 100'), north arrow and the date of preparation;
- The street address and assessor's map and tax lot number;
- The dimensions (in feet) and size (either square feet or acres) of the property;
- Proposed and existing buildings; location, size (gross floor area), conceptual floor plan, setbacks from property lines, distance between buildings, and height;
- Off-street parking areas, vehiclular access points and their dimensions; and
- The name and location of all existing and proposed public and private streets and sidewalks within or on the boundary of the proposed property.

The following additional information may be required, please check with planning:

- The on-site drainage system to an approved storm system;
- The connection to the City sanitary sewer system;
- The location and height of proposed or existing fences, walls, outdoor equipment, storage, trash receptacles and signs;
- Required landscaped areas and street tree locations to include type of landscaping or trees and type of irrigation system; or
- Any additional information necessary to address land use compatability or Comprehensive Plan issues.