



City of Dayton

416 Ferry Street, Dayton Oregon 503-864-2221 www.daytonoregon.gov

Historic Property - Request for Change

General Information

The process for designating a landmark or historic district may be initiated by the City Council, the Planning Commission, or by any interested person who submits an application for designation to the City Manager. Historic property landmarks or significant resources in a historic district cannot be moved, demolished, altered or new construction started before a permit has been obtained first. In addition, no major public improvements can be made on a landmark site or in a historic district unless approved by the Planning Commission.

Submittal Requirements

- One (1) copy of the Historic Property – Request for Change application form with signatures of all property owners. Original signatures for all property owners must be provided. This information must be reproduced so please print clearly using black or blue ink.
- Written notification from SHPO regarding the applicants Historic Property Request for Change. (If applicable)
- Proof of legal and recorded ownership of the subject property. (subject to issuance of permit)
- One (1) copy of the written (legal) description of the boundaries of the proposed district or location of the proposed landmark.
- One (1) copy of the deed for each tax lot involved.
- One (1) copy of the title report for each tax lot involved
- Two (2) copies of a Map illustrating the boundaries of the proposed district or location of the proposed landmark showing all of the following:
 - Existing structures on properties involved
 - Existing and proposed property lines and dimensions
 - Existing easements and/or Proposed easements
 - Existing and Proposed areas of properties involved
 - The approximate location of existing streets and/or right-of-ways adjacent to the subject properties
 - Existing improvements on the property
 - Map and Tax Lot numbers or tax account numbers for subject property
 - North arrow
 - Scale (the preferred scale is 1 inch equals 20 feet) on paper a minimum size of 11 x 17
- Application Fee made payable to the City of Dayton.

Review Process

Historic Preservation Committee Review: All types of Historic Property Request of Change applications will be review by the Historic Preservation Committee. Completed applications shall be reviewed their next regular scheduled meeting. After reviewing the application the Committee may choose to make a written response in regards to their review of the application using the approval criteria as a guideline for their recommendation.

Planning Commission Action: Demolitions, Moving and some Alterations and New Construction requests require review from the Planning Commission. Completed applications will be included for consideration at the next available Commission Meeting. Demolitions and Moving require a Type II public hearing. Alterations and New Construction can be a City Manager decision or may require a public hearing per City Code 7.3.2.

Council Action: Designation requests require City Council Review under a Type III public hearing. Completed application requests will be included for consideration at the next available City Council Meeting.

Completion

Application decisions will be based on the criteria required for each type of action. It is the applicant's responsibility to make sure the State Historic Preservation Office (SHPO) is notified of application recommendations.

Consultants (please list all that apply)

1)

☐ Planning

☐ Engineering

☐ Surveyor

☐ Other

Name:	Physical Address:		
Firm:	City:	ST	Zip
Mailing Address:		Telephone #:	
City:	ST:	Zip:	Cell Phone #:
Email Address:			

2)

☐ Planning

☐ Engineering

☐ Surveyor

☐ Other

Name:	Physical Address:		
Firm:	City:	ST	Zip
Mailing Address:		Telephone #:	
City:	ST:	Zip:	Cell Phone #:
Email Address:			

3)

☐ Planning

☐ Engineering

☐ Surveyor

☐ Other

Name:	Physical Address:		
Firm:	City:	ST	Zip
Mailing Address:		Telephone #:	
City:	ST:	Zip:	Cell Phone #:
Email Address:			

4)

☐ Planning

☐ Engineering

☐ Surveyor

☐ Other

Name:	Physical Address:		
Firm:	City:	ST	Zip
Mailing Address:		Telephone #:	
City:	ST:	Zip:	Cell Phone #:
Email Address:			

For Office Use

Application Received by:		Date Received:	
Planner:	File #	Date Approved:	
Fee Amount:	Date Paid:	Receipt Number:	
Approved by:		<input type="checkbox"/> City Manager	
<input type="checkbox"/> City Council		<input type="checkbox"/> City Planner	
		<input type="checkbox"/> Public Works Director	
		<input type="checkbox"/> City Engineer	
		<input type="checkbox"/> Historic Preservation Committee	
		<input type="checkbox"/> Fire Marshall	
Applicant Notification Date:		Comments:	

Please provide a written description of the boundaries of the proposed district or the location of the proposed landmark:

Provide a map illustrating the boundaries of the proposed district or the location of the proposed landmark:

Provide a statement explaining the following:

a) Reason(s) why the proposed district or landmark should be or not be designated under the Decision Criteria specified in Section 7.2.11.05(E) of the Dayton Municipal Code:

b) The reason(s) why or why not the boundaries of the proposed district are or are not appropriate for designation:

c) The potential impact, if any, which designation of the proposed district or landmark would have or not have on the residents or other property owners in the area:

d) Provide the information necessary to prove or disprove the decision criteria in Section 7.2.112.05.E:

Provide a written description/explanation of the proposed relocation or demolition: _____

Provide a site plan indicating the location of structures on the subject property: _____

Provide statements indicating the intended re-use of the subject property: _____

Provide any other information necessary to address the approval criteria: _____

Who will verify that the alteration or new construction (if approved) has been completed according to the City's requirements?

Name:	Title:	Relationship to Project:
Name:	Title:	Relationship to Project:

Provide a written description/explanation of the proposed exterior alteration or new construction:

Provide a Site Plan indicating the location or proposed location of structures on the subject property:

Provide photographs, other pictorial/schematics, sample materials/colors (if available) to represent the proposed changes or additions for a new or to a remodeled structure:

Provide a written explanation of the intended alteration in comparison with the City's 1993 Advisory Guidelines and the US Secretary of Interior Guidelines. (Review US guidelines on-line at: www.nps.gov/history/hps/tps/standguide/index.htm)

Provide any other information necessary to address the approval criteria:
