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## HISTORIC REVIEW

### WHAT IS HISTORIC REVIEW?

Historic resources are resources designated pursuant to LOC 50.06.009 that include (1) sites, structures and objects that have historic significance, (2) historic districts, and (3) contributing resources within historic districts. **Historic Review** is the process by which development affecting historic resources is considered. Because the review process varies depending on the type of development proposed, this handout is general in nature and a more detailed description of the review process for each type of historic review will be provided in the Pre-Application conference. For a list of historic resources, see Table 50.06.009-1.

### PRE-APPLICATION CONFERENCE REQUIRED

A Pre-Application (Pre-App) Conference is required prior to submitting the land use application. The purpose of the Pre-App is to discuss the development proposal, the applicable criteria, and the requirements for completing an application. Please refer to the City's Pre-App handout for more detailed information on this process.

### NEIGHBORHOOD MEETING REQUIRED FOR PARTITIONS, SUBDIVISIONS AND MAJOR DEVELOPMENTS

For historic review that involves a partition, subdivision or major development, the applicant is required to hold a neighborhood meeting following the Pre-App but prior to submitting the Land Use application. The purpose of the neighborhood meeting is to identify potential issues or conflicts regarding the proposed development [LOC 50.07.003.1.f]. Please refer to the City's Neighborhood Meeting handout for more detailed information on this process.

### APPLICATION PROCEDURE

Following the Pre-App, the applicant (owner or owner's appointed agent) files a complete application with the Department of Planning and Building Services using the Land Use Application form available at the department (and on our website at [www.ci.oswego.or.us](http://www.ci.oswego.or.us)). The applicant also provides information and materials specified in the Pre-App Checklist. Please refer to the attached "Submittal Requirements" section for a list of the materials that are typically required for an historic review application. A complete list of the required application materials for your proposal will be provided at the Pre-App.

Submitted plans and attachments are routed to all concerned city departments for review. The City has 30 days to determine whether the historic review application is complete. If the application is "incomplete," a letter will be sent to the applicant indicating what additional information is necessary. **When an application reviewed administratively by staff is "complete,"** the City mails a Notice of Application to surrounding property owners, which begins a 14 day comment period. **When an application for Historic Resources Advisory Board (HRAB) or Development Review Commission (DRC)**

**decision is “complete,”** the City mails a Notice of Public Hearing to surrounding property owners, which lists a description of the proposed development, site address, and the date of the public hearing. The City also provides the applicant with a sign announcing the hearing date to post at the site.

### **WHO MAKES THE DECISION**

Depending on the proposal, the initial decision is made by staff, or at a public hearing in front of the Historic Resources Advisory Board (HRAB) or the Development Review Commission (DRC).

Staff reviews:

- Alterations of an historic resource that are considered minor development\*,
- Moving or demolition of a contributing resource,
- Alterations or additions of 30% or more of floor area to a non-contributing resource,
- Minor developments\* on or to an historic landmark,
- Minor developments\* within an historic district,
- Major alterations\* of a duplex or single family home designated as a landmark.

The HRAB reviews:

- Designation or removal of an historic landmark or contributing resource designation,
- Establishment, modification or removal of an historic district,
- Moving or demolition of an historic landmark,
- Upon referral from the City Manager, major alterations\* of a duplex or single family home designated as a landmark.

The Development Review Commission (DRC) reviews:

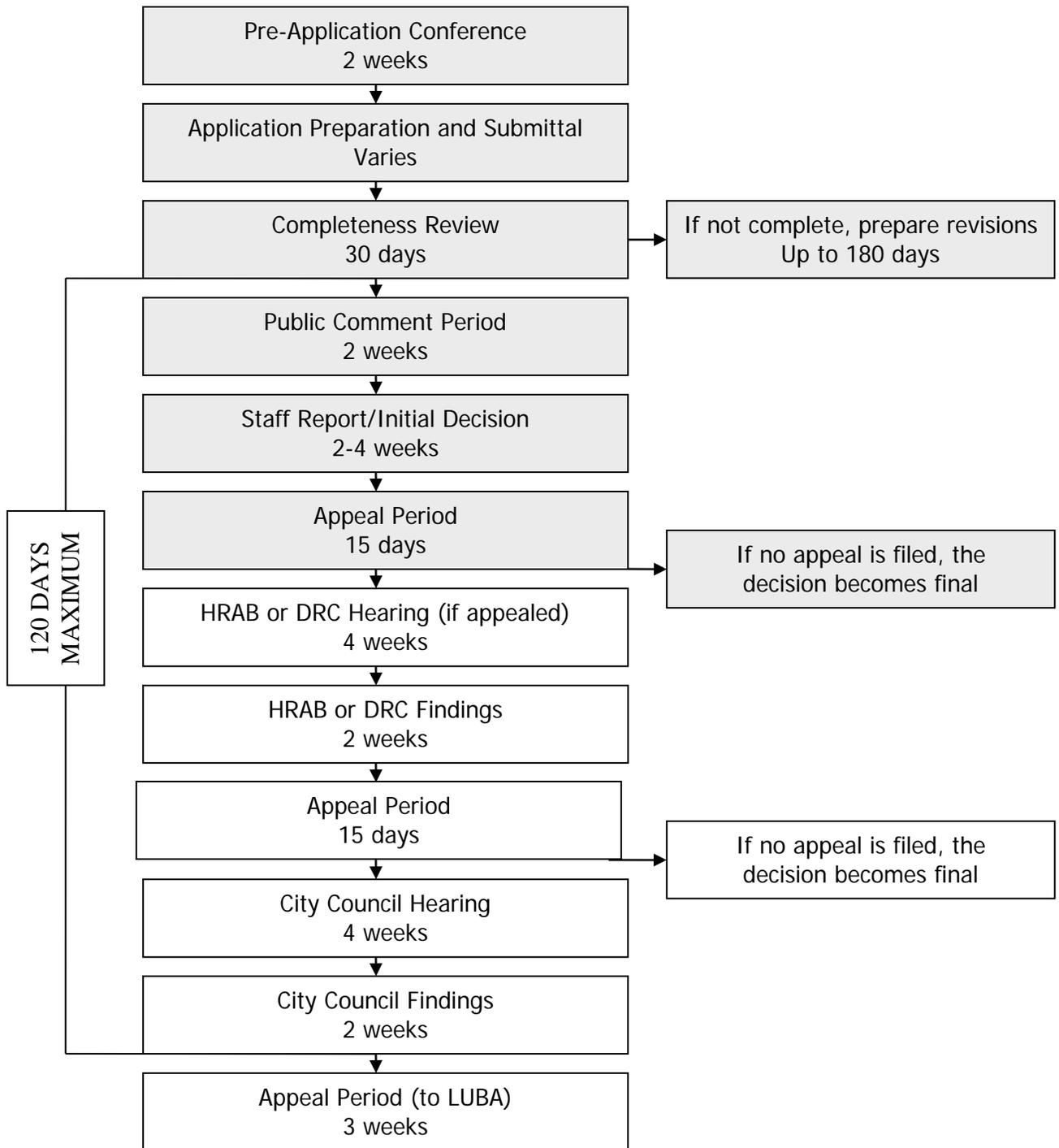
- Major development\* on or to an historic resource,
- Major development\* within an historic district.

[\*See LOC 50.10.003 for definitions of Minor Development, Minor Alteration and Major Alteration. See LOC 50.07.003.15.a.ii for description of Major Development.]

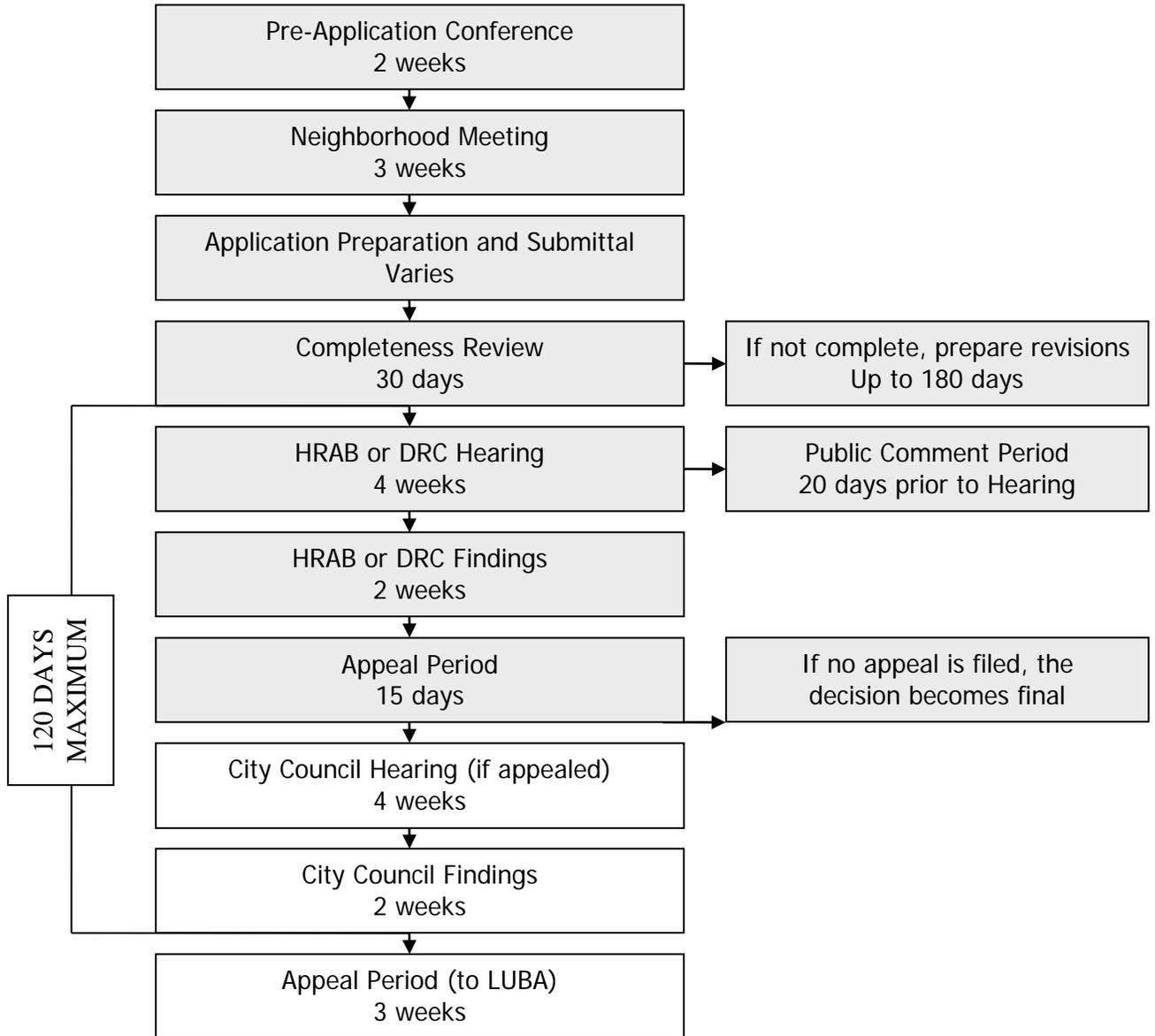
The application will be evaluated on the basis of the information provided, the criteria listed in the pertinent sections of the City's Community Development Code, Historic Preservation Code and other codes, public comment, and inspection of the property. Appeal of the initial decision by staff is made to the DRC or HRAB, depending on the scope of the project and the expertise of each board. Appeals of the initial decisions by the DRC or HRAB are made to the City Council. The flow charts below identify the typical review process for (1) a decision by staff and (2) a decision by HRAB or DRC; however, special circumstances may increase certain processing times.

Please note that **applications to demolish or move an historic landmark** (HRAB decision) require a preservation plan and an additional 120-day notice period following the Pre-App and preceding the submittal of the land use application. Please refer to LOC 50.07.004.4.b.ii for details regarding this step. This requirement will be further addressed in the Pre-App checklist.

## HISTORIC REVIEW – STAFF DECISION



## HISTORIC REVIEW – DECISION BY HRAB OR DRC



# SUBMITTAL REQUIREMENTS

A complete application is required before the City can proceed with a technical analysis and make an informed decision on your application. Following is a list of materials that are typically required for historic review applications; however, as each request is unique, additional items may be identified at the Pre-App Conference. Please do not submit an application until all the items on the list that apply to your proposal have been included. Consult with the Department of Planning and Building Services if you have a question. All application materials become public information.

## GENERAL

The following items are required to be submitted in **FIVE COLLATED SETS** unless otherwise noted:

- Completed Land Use Application form signed by the property owner(s). Agent authorization is required if application is not signed by owners of all subject parcels.
- Proof of ownership such as a copy of deed or title report (**TWO SETS**).
- A survey map that is prepared, stamped and signed by a licensed surveyor that illustrates the existing structure(s) on the site, existing setbacks, two-foot contour lines, easements (if any), and all trees that are 6" in diameter or greater on or in close proximity to the site.
- All relevant graphic information such as a scaled site plan, floor plans, and complete elevation drawings (showing existing and finished ground elevations), including perspectives showing the relationship between the landmark and abutting structures. Please clearly label the existing and proposed footprint and existing and proposed portions of the structure(s) on all plans.
- A site plan illustrating all trees designated for removal on the site (if any are to be removed). Be sure to address the Type II tree removal criteria [LOC 55.02.080 of the Tree Code] and include a mitigation plan. Tag trees requested for removal with a yellow ribbon.
- A narrative addressing all applicable standards listed in the Pre-App Checklist in detail.
- Sticky back address labels with name and addresses of at least 50 properties within 300+ feet of the site boundaries (excludes the site and City owned properties). This information shall be obtained from the most current tax assessor records (**TWO SETS**). Please make sure to add tax lot and tax map information for each lot above the respective address (see Mailing Label handout for specific instructions).
- 8 x 11 ½ reductions of all oversized materials (**TWO SETS**).
- Payment of application fee (if applicable).
- Additional information as identified by the City in the Pre-App Checklist.