



CULTURAL RESOURCE ALTERATION, RELOCATION, OR DEMOLITION APPLICATION

NOTICE TO APPLICANT: On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable Ordinance prior to submitting an application. When applicable, applicants are also encouraged to submit a draft application package at least one week in advance of application completeness deadline dates for public hearings: a list of meeting dates and deadlines is available on request. **INCOMPLETE APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC HEARING OR PROCESSED UNTIL THE PLANNING DIVISION RECEIVES ALL REQUIRED SUBMITTAL MATERIALS.**

TRACKING INFORMATION (For Office Use Only)

Processing Procedure: Type II Type III

File # _____ Planner _____ Hearing Date _____

SITE LOCATION & DESCRIPTION

Tax Map #(s) _____ Tax Lot #(s) _____

Frontage Street or Address _____

Nearest Cross Street _____

Plan Designation _____ Zoning _____ Site Size _____ acres or sq. ft. Dimensions _____

SUMMARY OF REQUEST

Name of Inventoried Cultural Resource _____

Project Type/Narrative Summary: *(Provide a brief summary of proposed alteration, demolition, or relocation of the existing cultural resource.)*

Subject to previous Land-use approval? Yes No File No. _____ *(attach copy of Notice of Decision)*

NOTE: The summary provided above must be part of a more extensive written narrative that describes the project and justifies the requested cultural resource alteration based on the approval criteria. For more information read Approval Criteria and Submittal Requirements on pages 4 and 5.

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**CULTURAL RESOURCE ALTERATION,
RELOCATION, OR DEMOLITION APPLICATION
(CONTINUED)**

DETAILED SITE INFORMATION

Are any of the following present on the site? *If so, please specify number of acres and/or percentage of site affected.*

Floodplain _____ Wetlands _____ Significant Natural Resources _____

Cultural Resources _____ Airport Noise Contours _____ Slopes greater than 25% _____

Water Provider: City of Hillsboro Tualatin Valley Water District Other _____

Does the site have access to City Street(s) Yes No *(Please explain)* _____

Does the site have access to County Road(s) Yes No *(Please explain)* _____

Are there existing structures on the site? Yes No *(If Yes, briefly explain future status of structures.)*

OWNERSHIP AND APPLICANT INFORMATION *(If the property is under-going a change of ownership, proof of purchase or purchase contract must be provided if property owner of record is not the signing party.)*

Property Owner(s) Name(s) _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Does the owner of this site also own any adjacent property? Yes No *(If Yes, please list tax map and tax lots)*

Property Owner's Signature _____ Date _____

(If more than one property owner, please attach a separate sheet with additional names and signatures.)

Applicant: Contact Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Applicant's Signature _____ Date: _____

Applicant's interest in property _____

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**CULTURAL RESOURCE ALTERATION,
RELOCATION, OR DEMOLITION APPLICATION
(CONTINUED)**

ADDITIONAL PROJECT TEAM MEMBERS

ProjectDox Primary User *(the individual point of contact responsible for the electronic plan review process):*

Contact Name _____ Business Name _____

Phone # _____ Email Address _____

Applicant's Representative: Contact Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Civil Engineer: Contact Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Architect: Contact Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Landscape Architect: Contact Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Additional Personnel:

Role _____ Contact Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

APPROVAL CRITERIA AND REVIEW STANDARDS

(CULTURAL RESOURCE ALTERATION, RELOCATION, OR DEMOLITION)

The approval criteria and requirements for a **Cultural Resource Alterations, Relocations, and Demolitions** are listed in Section 12.80.030 of the Community Development Code as follows:

12.80.030 Cultural Resource Alterations, Relocations, and Demolitions.

- A. Purpose. Cultural Resource Alteration, Relocation and Demolition (CRAs) applications implement the provisions of the Cultural Resource Overlay zone. The provisions of this section shall be read in concert with Section 12.27.300 of this Code.
- B. Where Required. CRAs are required for alteration (as defined in Section 12.01.500), demolition, or relocation of designated structures within the Cultural Resource Overlay zone which are included on the Cultural Resource Inventory as described in Section 12.27.300.
- C. Procedures. There are 2 types of CRA applications, as described in Section 12.27.300:
 - 1. Minor Cultural Resource Alterations are subject to the Type II procedure, as described in Section 12.70.040.
 - 2. Major Cultural Resource Alterations, Relocations and Demolitions are subject to the Type III procedure, as described in Section 12.70.050.
 - 3. Prior to the determination of application completeness, the Planning Director may decide that a Minor CRA application which would otherwise meet the standards of Section 12.27.350 warrants review as a Major CRA due to the following factors:
 - a. The likelihood of significant interest or opposition from surrounding property owners or affected agencies; or
 - b. The presence of issues requiring significant discretion during the review process; or
 - c. The submittal of concurrent applications or processes such as Adjustments.
- D. General Submittal Requirements. General submittal requirements for Type II and Type III applications are set forth in Sections 12.70.040 and 12.70.050, respectively. At a minimum, an application for a CRA shall include the following:
 - 1. An application form signed by the applicant or applicant's representative and the property owner or owner's representative;
 - 2. Payment in full of the appropriate application fee, based on the fee schedule in effect on the date of submittal;
 - 3. A site development plan;
 - 4. Exterior building elevations;
 - 5. Materials specifications; and
 - 6. Narrative addressing compliance with each approval criterion and all applicable standards.
- E. Approval Criteria for Alterations. To approve a Minor CRA or a Major CRA not involving relocation or demolition, the Review Authority shall make findings, based on evidence provided, that the following criteria are satisfied:
 - 1. The alteration would allow the resource to be used as it was historically or to have a new use requiring the least practicable change to its distinctive materials, features, spaces, and spatial relationships;

APPROVAL CRITERIA AND REQUIREMENTS

(Continued)

2. The historic character of the resource property would be retained and preserved, and the relocation of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided;
 3. The alteration would recognize a physical record of the resource's time, place, and use, and changes that create a false sense of historical development (such as adding features from other historic properties) are not proposed;
 4. The proposed alteration would retain and preserve changes to the resource that have attained historic significance in their own right;
 5. The alteration would preserve distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the resource;
 6. Deteriorated historic features would be repaired rather than replaced. If severe deterioration requires replacement of a distinctive feature, the new feature would match the old in design, color, texture, and where possible, materials. Replacement of missing features would be documented by historical evidence. Replacement of original features, such as wooden window, doors, or siding, with features made from modern materials such as vinyl, metal, or fiberglass, would be minimized;
 7. Any proposed chemical and physical treatments would be undertaken using the gentlest means possible. Treatments that cause damage to historic materials would be avoided;
 8. Any archeological resources would be protected and preserved in place. If archeological disturbance cannot be avoided, appropriate mitigation measures would be included as part of the alteration;
 9. New additions, exterior alterations, or related new construction would not destroy historic materials, features, and spatial relationships that characterize the resource. To protect the integrity of the resource, new work would be differentiated from the old and would be compatible with the historic materials, features, size, scale and proportion, and massing;
 10. Any new additions and adjacent or related new construction proposed in the alteration would be constructed in a manner to allow their removal in the future without impairing the essential form and integrity of the resource and its surroundings; and
 11. For the review of exterior alterations of historic resources, the Historic Landmarks Advisory Committee and the Planning Commission may use as supplemental information for clarification the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, published by the U.S. Department of the Interior, National Park Service and codified in 36 CFR 67 for use in the Federal Historic Preservation Tax Incentives Program.
- F. Approval Criteria for Relocation or Demolition. To approve a Major CRA involving relocation or demolition of a designated Cultural Resource, the Review Authority shall make findings, based on evidence provided, that the following criteria have been satisfied:
1. The designated resource has deteriorated beyond repair, and relocation or demolition is structurally necessary;
 2. No prudent and feasible alternative exists to repair or use the structure in its present location;
 3. The relocation or demolition is economically necessary. To prove economic necessity, the applicant must demonstrate through presentation of at least one rehabilitation option that the resource cannot be reasonably rehabilitated in its present location, and that the condition of the cultural resource prevents any substantial beneficial use of the property;

APPROVAL CRITERIA AND REQUIREMENTS

(Continued)

4. The proposed use of the property has been found to be in compliance with all applicable city, state and federal requirements including zoning and building codes; and
 5. The value to the community of the proposed use of the property outweighs the value of retaining the designated Cultural Resource on its present site.
- G. Conditions of Approval. Pursuant to Section 12.70.120, the Historic Landmarks Advisory Committee may recommend, or the Planning Commission may require, conditions on the approval of a Cultural Resource alteration, relocation or demolition to ensure compliance with the approval criteria.
- H. Delay of Relocation or Demolition.
1. Approval of an application for relocation or demolition may be delayed up to 60 days by the Planning Commission. The Planning Commission may place any of the following conditions on approval of a demolition application:
 - a. Interior and/or exterior documentation of the site prior to the proposed, demolition;
 - b. Preservation of selected architectural features and site landscaping; and/or
 - c. A good faith effort by the applicant to sell the structure for relocation.
 2. The Planning Commission may however approve a demolition permit at any time within the 60 day period if it feels the applicant has made an effort in good faith to retain, document, and/or preserve the culturally significant characteristics of the resource.
 3. The City Council may extend a demolition delay by an additional 60 days at the request of the Historic Landmarks Advisory Committee, the Planning Commission or an interested party.
- I. Appeal of a Decision. Refer to Section 12.70.180.
- J. Expiration of a Decision. Refer to Section 12.70.140.
- K. Extension of a Decision. Refer to Section 12.70.150.

SUBMITTAL REQUIREMENTS CHECK LIST

(CULTURAL RESOURCE ALTERATION, RELOCATION, OR DEMOLITION)

Submittal Recommendations:

- Applicants are advised to schedule a pre-application meeting with Planning staff to discuss request prior to submittal of application.
- Applicants are advised to submit a draft application package prior to full submittal, or at least one week in advance of application completeness deadline dates for public hearings.

Application submittal requirements are set forth in Section 12.70.110 of the Community Development Code (CDC). The following is a check list based on the specific requirements for Cultural Resource Alteration, Relocation, or Demolition set forth in Section 12.80.030 and Sections 12.70.040 and 12.70.050 Type II and Type III Procedures:

Application Submittal Requirements:

The following is a summary of the minimum application submittal requirements that must be received by the City. File order and details of each submittal item are shown on the following pages. Application materials must follow the specified order and the appropriate electronic file naming standards shown on the following pages to ensure a complete application.

ProjectDox Submittal:

- 1) Application Form, (Completed, Signed):** the completed, signed application with a signature from the property owner or owner's authorized agent. The primary contact person responsible for uploading application materials to the online services must be identified on the application form.
- 2) Applicable application fees:** the appropriate filing fee **PAYABLE TO CITY OF HILLSBORO**. Please consult the fee schedule for current fees.
- 3) CWS Sewer Use Information Card:** (applicable only for commercial, industrial or multi-family residential projects). Card may be obtained in the Planning office if not attached to application form. The top portion of the card must be filled out and signed by the applicant and turned in to the City with the original application. It does not need to be copied or scanned into your application materials packet.
- 4) Materials Board:** if applicable, a board with examples and descriptions of materials to be used on proposed structures.
- 5) Complete electronic set of all application materials:**
 - a. ProjectDox Submittal: Upload all application materials electronically to ProjectDox within 3 days of application submittal:** A full electronic version of all application materials, including all applicable items listed on the following page, uploaded to the City's online service, ProjectDox. The electronic files must include a complete application packet in the order specified on the following pages and with correct file naming standards.

Development Services & Permitting Center

Email Permits@Hillsboro-Oregon.gov Phone 503-681-6153 Fax 503-681-5250 Web Hillsboro-Oregon.gov/Permits

ELECTRONIC FILE ORDER AND DETAIL

(CULTURAL RESOURCE ALTERATION, RELOCATION, OR DEMOLITION)

File Order and Detail: Application materials must be provided in the following order and uploaded electronically to the ProjectDox web site.

- 1) **Application Form (Completed, Signed):** The completed, signed application form with a signature from the property owner or authorized agent.
- 2) **Narrative and Response to Approval Criteria:** A written narrative describing the project and addressing compliance with all approval criteria and applicable standards from the Community Development Code (CDC). The narrative shall also address how all conditions placed on any associated land-use approvals are met (if applicable), and reference any necessary approvals from other agencies: Washington County, Clean Water Services, DSL, ODOT, DEQ, etc.
- 3) **Clean Water Services (CWS) Service Provider Letter:** One copy of either: A CWS Service Provider Letter, or a determination by CWS or the Hillsboro Engineering Division that a Site Assessment is not necessary.
- 4) **Plans/Drawings:** Appropriate and necessary plans and/or drawings as set forth in CDC Section 12.80.030: site development plan, exterior building elevations and material specifications.

Plans Saved to Scale

All plans must be saved to a legible and reasonable scale. Examples of preferred plan scales include:

- Site plans: 1" = 20' (24" x 36"); 1" = 40' (11" x 17")
- Landscape plans: 1" = 20' (24" x 36"); 1" = 10' for detailed plans; 1" = 40' (11" x 17")
- Architectural drawings: floor plans, building elevations, and other architectural drawings: 1/8" = 1'; no smaller than 1/16" = 1'; 1/4" = 1' for detailed plans.

Site Plan Specifications:

GENERAL INFORMATION

- Cultural Resource name.
- Map context information including date, north arrow, and scale of drawing.
- Vicinity map showing the general location of the property in relation to the nearest major street or highway.
- Contact information including names, addresses, telephone numbers, fax numbers and e-mail addresses. Contacts should include owners, applicants, site plan designers, engineers and surveyors.
- Recent photographs of site and building elevations, including adjacent streets and surrounding area.

EXISTING CONDITIONS

- Location, name and present width of all streets, alleys and rights-of-way on and abutting the tract.
- Location, purpose and present width of all existing easements of record on and abutting the tract.
- Ground elevations shown by contour lines at 2-foot intervals for ground slopes of 0% to 25% and 5-foot intervals for slopes over 25%.
- Natural features such as watercourses, rock outcroppings, wetlands, wooded areas (other than brush and scrub), and areas of the site within the 100-year floodplain.
- Existing uses including the scaled location and present use of all existing structures on the property.

PROPOSED ALTERATIONS

- Proposed use of property.
- Narrative statement of the alterations proposed and a timeline of the alterations to be made.
- Identification of which structures will remain and which will be removed.

ELECTRONIC FILE NAMING STANDARDS

All files should be named according to their order listed on your provided Title Sheet, Cover Sheet or Table of Contents. ProjectDox displays the files in numeric - alphabetical order, so it is important to name the Drawings with a three digit numeric value followed by the document name before uploading. The numeric value at the beginning of the file name ensures the order in which they are displayed after upload. This only applies to the files in the Drawings folder. Examples of acceptable file names are provided below. Some items shown below may not be applicable to your specific application.

<u>Document Type:</u>	=	<u>Standard Document File Names:</u>
Application Form (Completed, signed)	=	Application
Residential Density Calculation Worksheet	=	Res Density Calcs
Application Narrative	=	Narrative
Clean Water Services Service Provider Letter	=	CWS SPL
Neighborhood Meeting Documentation	=	Neighborhood Mtg
Transportation Study or Traffic Impact Analysis	=	Traffic Report
Stormwater Analysis	=	Stormwater Report
GeoTechnical Report	=	Geotech Report

ProjectDox Tip:

Please limit the number of characters in the file name to **35 characters or less** – abbreviations are acceptable. Do not include “-“(dashes) or special characters (&, %, #, etc.) in the file name. Below are examples of acceptable file names. Reminder, file names for Drawings, should start with the appropriate number given the order and content specific to your application and submittal requirements.

The following components make up the file name for Drawings:

Sequential Display Order No.	Sheet Number	Sheet Title/Name	=	File Name
001	G001	Cover Sheet	=	001 G001 Cover Sheet
002	1.0	Site Plan	=	002 1.0 Prelim Site Plan

The following examples highlight acceptable naming standards for drawing sheets uploaded to the Drawings folder:

List of sheets provided on Drawing Cover Sheet:

DRAWING INDEX	
SHEET NO.	DRAWING TITLE
	COVER SHEET
0.1	PRELIMINARY EROSION & SEDIMENT CONTROL PLAN
1.0	PRELIMINARY SITE PLAN
1.1	EVERGREEN ACCESS PLAN
1.2	PRELIMINARY PHASING PLAN
1.3	PRELIMINARY CIRCULATION PLAN
2.0	PRELIMINARY GRADING AND DRAINAGE PLAN
3.0	PRELIMINARY UTILITY PLAN
3.1	PRELIMINARY LIGHTING PLAN
1.0	LANDSCAPE PLAN
EXISTING CONDITIONS PLAN (ALTA SURVEY)	
1 OF 1	TOPOGRAPHIC SURVEY

Standard Drawing File Names:

- 001 Cover Sheet
- 002 0.1 Erosion Control
- 003 1.0 Prelim Site Plan
- 004 1.1 Evergreen Access
- 005 1.2 Phasing
- 006 1.3 Circulation
- 007 2.0 Grading and Drainage
- 008 3.0 Utility
- 009 3.1 Lighting
- 010 1.0 Landscape
- 011 Topographic Survey

The number value in front of the file name ensures the display order.