



**CITY HISTORIC PROPERTY DEMOLITION  
APPLICATION**

City of Eugene  
99 West 10<sup>th</sup> Avenue  
Eugene, Oregon 97401  
(541) 682-5377  
(541) 682-5572 FAX  
[www.ci.eugene.or.us](http://www.ci.eugene.or.us)

Please complete the following application after holding a pre-application conference with City staff. If any of this required information or material is missing or incomplete, the application will not be processed. If you have any questions about filling out this application, please contact Planning staff at the Permit and Information Center, phone (541) 682-5562, 99 West 10th Avenue, Eugene.

**List all Assessor's Map and Tax Lot numbers of the property included in the request.**

**Assessor's Map/Tax Lot Numbers:** \_\_\_\_\_

**Assessor's Map/Tax Lot Numbers:** \_\_\_\_\_

**Street Address (if available):** \_\_\_\_\_

**Existing Use(s) of the Property:** \_\_\_\_\_

**Proposed Use(s) of the Property:** \_\_\_\_\_

**Existing Zoning:** \_\_\_\_\_ **Acres:** \_\_\_\_\_

**Name of Property - Historic:** \_\_\_\_\_ **Common:** \_\_\_\_\_

**Condition of Property:** Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Deteriorated \_\_\_\_\_

**Level of Integrity:** Virtually Intact \_\_\_\_\_ Minor Modifications \_\_\_\_\_ Major Modifications \_\_\_\_\_

**Moved:** Yes \_\_\_\_\_ If yes, when \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

**Historic Status:** National Register \_\_\_\_\_ City Landmark \_\_\_\_\_

Formal Historic Landmark Application Pending \_\_\_\_\_

**Has property received historic tax benefits or restoration loans in the past: (check any that apply):**

Federal Investment Tax Credits \_\_\_\_\_ State Special Assessment \_\_\_\_\_ City Historic Loan \_\_\_\_\_

**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 website at [www.ci.eugene.or.us/PDD/Planning/Permits.htm](http://www.ci.eugene.or.us/PDD/Planning/Permits.htm)

## Pre-application Requirements

- \_\_\_\_\_ A Pre-application conference was conducted, as required in Section 9.8160(3) of the Eugene Code.
- \_\_\_\_\_ In order for the city to determine that a historic property demolition application is complete, the owner shall establish that within the previous year the owner has solicited purchase offers for the historic property by giving notice of sale of the property as follows:
  - \_\_\_\_\_ (a) Listing the property for sale in both *The Register Guard* and *Oregonian* at least six times and at regular intervals;
  - \_\_\_\_\_ (b) Posting and maintaining visible for sale sign(s) on the property as specified by the planning director; and
  - \_\_\_\_\_ (c) Making a financial prospectus on the status of the property available to interested parties.

## Written Statement (Provide 3 copies upon initial submittal. Following completeness review, submit 5 copies)

- \_\_\_\_\_ Submit a detailed written statement describing **how** this request is consistent with all applicable criteria (Sections 9.8180 of the Eugene Code). Applications involving adjustments shall specifically address additional related criteria. **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 your application.**
- \_\_\_\_\_ **Physical Description** - Written statement describing the physical appearance of the structure. 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.)
- \_\_\_\_\_ An assessment of the financial and physical feasibility of rehabilitation or moving.
- \_\_\_\_\_ An assessment of the marketability of the property and the applicant's interest in selling the property.

## Site Plan and Architectural Information (Provide 3 copies upon initial submittal. Following completeness review, submit 5 copies. In addition, submit one copy of the site plan reduced to an 8-1/2 x 11" sheet.) All site plans must be folded to a size equal to or less than 11" x 17" and include the following:

- \_\_\_\_\_ Show date, north point and standard engineer's scale on the site plan.
- \_\_\_\_\_ Show Assessor's Map and Tax Lot numbers on the site plan.
- \_\_\_\_\_ Show vicinity map on the subject site plan. (Vicinity map does not need to be drawn to scale.)
- \_\_\_\_\_ Floor plans including foundation plan and roof plan as necessary
- \_\_\_\_\_ Typical and special wall sections
- \_\_\_\_\_ Construction details

## Supporting Analysis and Documents

- \_\_\_\_\_ Legal description of all property included in the alteration. 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.
- \_\_\_\_\_ Historic property mitigation report.

**Photographs - Photographs and slides**-Photographs should be taken with black & white film. 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 and one slide of each elevation with text identifying the view, such as “south elevation” or “main entry.”
- \_\_\_ Four perspective photographs and slides.
- \_\_\_ 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 requirements. Additional information may be required after further review in order to adequately address the required criteria of approval.*

**By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she 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.**

**PROPERTY OWNER**

Signature: \_\_\_\_\_

Name (print): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail (if applicable) \_\_\_\_\_

**APPLICANT’S REPRESENTATIVE**

Signature: \_\_\_\_\_

Name (print): \_\_\_\_\_

Company \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail \_\_\_\_\_

**Note: Please attach the name, phone number, address, and signature of any additional owners of the property.**



## HISTORIC PROPERTY DEMOLITION APPROVAL CRITERIA

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- 9.8180** **Historic Property Demolition Approval Criteria.** No person may demolish a historic property unless the planning director has approved, with or without conditions, an application to do so and a demolition permit has been obtained from the city manager. (Refer to EC 9.8160 General Application Requirements concerning pre-application requirements.) The planning director may condition approval of the application upon a postponement of the demolition if it will likely result in preservation of the historic property at its current site. A postponement shall be for a maximum of 60 days from the time the city determines the application is complete. If a postponement is a condition of approval, the decision of the planning director shall be in writing and contain findings and conclusions. The planning director shall consider the following in assessing the likelihood of preservation:
- (1) The state of repair of the historic property and the financial and physical feasibility of historic rehabilitation, historic property moving, or leaving the property in its current state or location.
  - (2) The effects of the moving upon the use and development of the historic property.
  - (3) The marketability of the property and the willingness of the property owner to sell the property.

As a condition of approval of a demolition permit the planning director may impose certain documentation or artifact preservation requirements as outlined in the application form. These application provisions may be waived by the planning director based on public safety concerns and an immediate need to allow the structure to be demolished. Waiver under this section however does not waive the requirement for a demolition permit that would be applicable for property without historic property designation.

(Section 9.8180, see chart at front of Chapter 9 for legislative history from 2/26/01 through 6/1/02.)