



# CITY HISTORIC PROPERTY MOVING 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

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: \_\_\_\_\_

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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 \_\_\_\_\_

**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 9.8185 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 Condition-** 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 leaving the property on its current site.

\_\_\_\_\_ An assessment of the marketability of the property and the applicant's interest in selling the property.

\_\_\_\_\_ An assessment of the effects of moving upon the use and development of the historic 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.)

\_\_\_\_\_ Show the width and location of all existing public and private easements.

\_\_\_\_\_ 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.

\_\_\_\_\_ **Photographs** - 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.)

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**

**APPLICANT'S REPRESENTATIVE**

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

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

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

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

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

Company \_\_\_\_\_

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

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

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

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

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

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

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

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

**Also 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.**

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## HISTORIC PROPERTY MOVING APPROVAL CRITERIA

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- 9.8185 Historic Property Moving Approval Criteria.** No person may move a historic property unless the planning director has approved an application to do so and the necessary permits have been obtained. The planning director shall approve the application unless a postponement 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 the planning director requires postponement, the decision shall be in writing and contain findings and conclusions. The planning director shall consider all of the following in assessing the likelihood of historic preservation:
- (1) Relocation is the only viable alternative for preservation of the historic property.
  - (2) The effects of the moving upon the use and development of the historic property.
  - (3) The historic property is structurally capable of relocation.
  - (4) The proposed new relocation site will not reduce the historic significance or historic architectural significance of the historic property.

When a historic property is moved to a new location, the historic property status is automatically removed for that property at the new site unless the planning director, using the process required for designation, determines that the historic landmark designation is appropriate.

(Section 9.8185, see chart at front of Chapter 9 for legislative history from 2/26/01 through 6/1/02.)