



City of Scio

Planning File No.:

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Scio, OR 97374

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cmartin.cityofscio@smt-net.com

Historic Resource Review Application

APPLICANT INFORMATION

Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____

Applicant Certification

I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true; that the proposed land use activity does not violate covenants, conditions and restrictions associated with the subject property; and any approval granted based on this information may be revoked if it is found that such statements are false.

I acknowledge and agree that I will be responsible for any additional costs incurred by the City of Scio for the review and processing of this land use application in accordance with the city's land use fee policies.

Signature: _____ Date: _____

PROPERTY INFORMATION

Situs Address: _____

Assessor Map & Tax Lot Number(s): _____

Type of Structure: _____ Alteration: _____ Demolition: _____

Current Property Use: _____

List any Distinctive Style or Design: _____

List Any Distinctive Features of History of Building: _____

Condition of the Building: _____

FEES AND COSTS INCURRED BY THE CITY ARE THE APPLICANT'S RESPONSIBILITY

The application fee is used to cover the costs incurred by the City of Scio in processing the application, including but not limited to: the time spent by the city staff, professional fees for the City Planner, Engineer and/or City Attorney and for the costs to publish hearing notices, recording of documents or other administrative costs.

If the application fee does not cover all of the costs incurred by the City of Scio, the applicant/or applicant's representative requesting the land use action will be billed by the City of Scio for the additional costs incurred by the City. The applicant shall pay the City immediately upon receipt of a bill. Failure to pay fees as prescribed in the city's land use fees resolution may result in building permits, utility service connections or other development approvals being withheld until the collection of fee's are paid in full or otherwise resolved.

By executing and filing this land use application, the applicant and/or applicant's representative acknowledges and agrees to reimburse the City for any additional costs incurred by the City to process the land use application.

PROPERTY OWNER(S) SIGNATURE(S) & CONTACT INFORMATION

Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____
Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____

REQUIRED SUBMITTALS

- Signed Application
- A \$150 Deposit, to be drawn on for actual costs incurred.
- Applicant's letter or brief narrative describing the proposal and addressing the Historic Resource Alteration/Demolition criteria in Section 5.500 of Scio Zoning Ordinance No. 561.

APPROVAL CRITERIA - Alteration

In the case of application for a permit to alter a historic resource, the planning commission shall take one of the following actions:

- a. Approve the request as submitted; or
- b. Approve the request with modifications, conditions, or recommendations; or
- c. Deny the request.

To preserve the historical and architectural integrity of historic resources and to provide for public safety, the Planning Commission decision shall be based on applicable state and local codes and ordinances related to

building, fire, life, and safety and the following criteria:

1. The removal or alteration of any historical marker or distinctive architectural features shall be avoided when possible.
2. Alterations which include materials of a design not in keeping with the historic appearance of the building or structure shall be discouraged.
3. Alterations which have taken place over the course of time are part of the history and development of the building or structure. These alterations may be significant in their own right and should also be taken into consideration.
4. Distinctive stylistic features or examples of skilled craftsmanship should be treated carefully and retained whenever possible.
5. Deteriorated architectural features shall be repaired, rather than replaced whenever possible.
 - a. If it is necessary to replace deteriorated architectural features, new materials should match in terms of composition, design, color and texture.
 - b. Repair or replacement of missing architectural features should be based on accurate duplications of features substantiated by historic, physical, or pictorial evidence rather than on the availability of architectural elements from other buildings or structures.
 - c. The design is compatible with the size, scale, and material of the historic building or structure and is compatible with the character of the neighborhood.

APPROVAL CRITERIA – Demolition

In the case of an application for demolition of a historic resource, the planning commission shall take one of the following actions:

- a. Allow immediate issuance of the demolition permit.
- b. Require a delay in the issuance of the permit for up to 120 days. During this period, the city shall attempt to determine if public or private acquisition and preservation are feasible or if other alternatives exist which could prevent the demolition of the resource.
- c. In the case of approval of the permit, recommend to the property owner that the city be allowed to take several black and white photographs of the resource prior to demolition. Any photographs shall be kept on file at the Scio Historical Society Depot Museum, in the application file, and any other suitable location as permanent historic record.

In any decision concerning the demolition of a historic resource, the Planning Commission shall consider the following:

1. The state of repair of the building and the economic feasibility of rehabilitation.
2. Hardship of the applicant.
3. The quantity and quality of other historic resources in the city comparable in terms of type and style.
4. The existence of a program of project which may result in preservation of the structure.
5. The character of the neighborhood in which the resource is located.

This information is only a summary. For additional information or clarification, please refer to the Scio Zoning Ordinance No. 561 or request clarification from city staff.

OFFICE USE ONLY
PROCESS SUMMARY TIMELINE

Date Received: _____	Payment Received: _____
Received by: _____	Receipt No.: _____
Application Reviewed By: _____	Date: _____
Additional Materials Requested: _____ _____	
Application Completed on: _____	
City Planner Review Complete: _____	
Notifications Mailed on: _____	By: _____
Planning Commission Review: _____	Granted: _____ Denied: _____
Notice of Decision Mailed: _____	By: _____
Appeal Period Expires: _____	
Appealed by: _____	Date: _____
Notice of Appeal Hearing Mailed: _____	By: _____
Appeal Hearing Held: _____	Granted: _____ Denied: _____
Notice of Final Decision Mailed: _____	By: _____