



Historic Review Checklist – Additions/Renovations

For information regarding processes, fees, restrictions, etc., contact:
Planning at 503-722-3789 or ocplanning@orc city.org.

- 1. A **Completed Application** form with All property owner signatures
- 2. A complete and **Detailed Narrative** of the proposed development and an explanation addressing all applicable approval criteria. A template can be provided by staff.
- 3. **Photographs** of existing structure plus historic images
- 4. **Scaled Design Drawings** of the following:
 - a. A site plan including boundaries, structures, paving, improvements and plantings
 - b. Architectural drawings of proposed alterations or additions
- 5. **Materials, Color Samples and Product Information**
Samples may be required for unique materials, such as exterior enclosures including door, window, siding, roofing, paving or product literature.
- 6. **Inventory Form**
- 7. A current **Preliminary Title Report or Trio** for the subject property(ies). (P)
- 8. **Application fees** to be paid once invoice is generated. (P)
- 9. **Electronic Version of Application Materials** (P/DS)

Note: There may be more information required once your application has been reviewed.

Incomplete applications will increase processing time.