OREGON CITY

Historic Review Checklist – Demolition or Moving

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

- ☐ 1. A **Completed Application** form with All property owner signatures

- ☐ 2. A complete and **Detailed Narrative with Code Responses** of the proposed demolition or moving and an explanation addressing all applicable approval criteria. A template can be provided by staff.

- ☐ 3. **Photographs** of the site showing existing buildings.

- ☐ **4. Scaled Design Drawings** of a site plan including boundaries, structures, paving, improvements and plantings

- ☐ 5. **Recommended: Neighborhood Association meeting:**
  - ☐ A sign-in sheet of the meeting attendees
  - ☐ A Summary of issues discussed
  - ☐ A letter from the Neighborhood Association or CIC indicating that a meeting was held.
  - ☐ If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, a sign sheet of attendees and a summary of issues discussed.

- ☐ 6. A current **Preliminary Title Report or Trio** for the subject property(ies).

- ☐ 7. **Application fees** to be paid once invoice is generated.

- ☐ 8. **Electronic Version of Application Materials**

Note: There may be more information required once your application has been reviewed.
Incomplete applications will increase processing time.