

Application Packet: Historic Design Review-Major

Historic Design Review approval is required when exterior alterations to Local Historic Landmarks or resources within National Register Districts are proposed. Historic Design Review is either Administrative (Minor) or requires approval by the Historic Landmarks Commission (Major) depending upon the level of work proposed.

Requirements pertaining to Historic Design Review are contained in Salem Revised Code (SRC) Chapter 230. To determine whether work requires Minor or Major approval, please consult Table 230-1.

PROCEDURE TYPE

An application for a Minor Historic Design Review is processed as a **Type III procedure** under SRC Chapter 300.

PROCESS

Most decisions are issued within 45 days of application submittal (*State Law requires the City to issue a decision within 120 days of the date the application is deemed complete*).

- Applicant submits application (including all items in the attached checklist) to Permit Application Center (Room 320);
- Staff reviews application for completeness within 30 days of submittal. If the application is not complete, the applicant will be notified as to what information is missing and allowed 180 days to submit the additional information;
- Applicant may track the status of their application online at the City of Salem permit tracking webpage: <https://splash.cityofsalem.net>
- After all required information is submitted, the application is deemed complete and staff sets the date for the public hearing at the next available Historic Landmarks Commission meeting. Notice of the hearing is sent to the applicant, property owner, neighborhood association, the surrounding historic district and property owners within 250 feet.
- Staff prepares posting sign(s) and sends notice of posting requirements to the applicant.
- Applicant posts sign(s) along street frontage(s) of property 10-14 days prior to hearing.
- The Historic Landmarks Commission holds the public hearing. Staff presents the staff report, followed by testimony from applicant, neighborhood association representative, proponent(s), opponent(s) and rebuttal.
- The Historic Landmarks Commission renders their Decision based upon whether the proposal meets the applicable criteria in SRC 230.
- Staff sends copy of Decision (*noting 15-day appeal period*) to applicant, property owner, neighborhood association, the surrounding historic district and property owners within 250 ft.;
- If no appeal is filed, and the City Council does not initiate review of the application (in the case of Demolition and New Construction), the Major Historic Design Review decision becomes effective.

NOTE: This packet is supplemental to the Salem Revised Code (SRC). In the event of a conflict between a statement in this document and the SRC applicable to a particular development, the SRC shall apply. The full version of the SRC is available online at www.cityofsalem.net, under "Revised Codes".

APPLICATION CHECKLIST

An application for Major Historic Design Review shall contain the following:

- ☐ **COMPLETED APPLICATION FORM.** The application form must be signed by the applicant(s), property owner(s), and/or duly authorized representative(s). If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your land use application.
- ☐ **APPLICATION FEE.** The application fee must be paid at the time of filing your application.
- ☐ **RECORDED DEED/LAND SALES CONTRACT WITH LEGAL DESCRIPTION.** A copy of the recorded deed/land sales contract of the total contiguous ownership of the applicant.
- ☐ **COMPLETED PROJECT WORKSHEET**
- ☐ **WRITTEN STATEMENT ADDRESSING APPLICABLE APPROVAL CRITERIA (SRC 230)**
- ☐ **PROJECT PLAN SUBMITTAL** (Format should be no larger than 11x17 inches, unless noted otherwise)
 - a. Elevation, plan drawings or photographs of the existing exterior (All sides affected by alteration)
 - b. Elevation, plan drawings or photo simulations of the proposed exterior (All sides affected by alteration). If application is for a sign, please include proposed colors (signs must be light lettering on dark background)
 - c. Description/Plans noting the materials to be used (windows, siding, roofing, etc). If application is for a sign or awning, please include method of attachment to the building.
 - d. Site plan showing location of existing resource on lot and identifying the area to be altered. Site plan shall also indicate contributing features, such as landscaping, when applicable

Planning/Permit Application Center

City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513

503-588-6173 * planning@cityofsalem.net

If you need the following translated in Spanish, please call 503-588-6256.

Si usted necesita lo siguiente traducido en español, por favor llame 503-588-6256.

(For office use only)

Permit #:

Application type

Please describe the type of land use action requested:

Work site location and information

Street address or location of subject property	
Total size of subject property	
Assessor tax lot numbers	
Existing use structures and/or other improvements on site	
Zoning	
Comprehensive Plan Designation	
Project description	

People information

	Name	Full Mailing Address	Phone Number and Email address
Applicant			
Agent			
Paid By			

Project information

Project Valuation for Site Plan Review	
Neighborhood Association	
Have you contacted the Neighborhood Association?	Yes No
Date Neighborhood Association contacted	
Describe contact with the affected Neighborhood Association (The City of Salem recognizes, values, and supports the involvement of residents in land use decisions affecting neighborhoods across the city and strongly encourages anyone requesting approval for any land use proposal to contact the affected neighborhood association(s) as early in the process as possible.)	
Have you contacted Salem-Keizer Transit? planning@cherriots.org	Yes No
Date Salem-Keizer Transit contacted	
Describe contact with Salem-Keizer Transit	
Type the name and address of the Homeowners Association (If none, type "N/A".)	

Authorization by property owner(s)/applicant

***If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your application.**

Copyright release for government entities: I hereby grant permission to the City of Salem to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

Authorizations: Property owners and contract purchasers are required to authorize the filing of this application and must sign below.

§ All signatures represent that they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.

§ I (we) hereby grant consent to the City of Salem and its officers, agents, employees, and/or independent contractors to enter the property identified above to conduct any and all inspections that are considered appropriate by the City to process this application.

§ I (we) hereby give notice of the following concealed or unconcealed dangerous conditions on the property:

Electronic signature certification: By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form.

Authorized Signature: _____

Print Name: _____ **Date:** _____

Address (include ZIP): _____

Authorized Signature: _____

Print Name: _____ **Date:** _____

Address (include ZIP): _____

(For office use only)		
Received by	Date:	Receipt Number:

Not using Internet Explorer?

Save the file to your computer and email to planning@cityofsalem.net.

Historic Alteration Review Worksheet

Site Address: _____

Resource Status: Contributing ☐ Non- Contributing ☐ Individual Landmark ☐Type of Work Activity Proposed: Major ☐ Minor ☐Chose One: Commercial District ☐ Individual Resource ☐ Public District ☐
Residential District ☐ Sign ☐

Replacement, Alteration, Restoration or Addition of:

Architectural Feature:

- ☐ Awning
- ☐ Door
- ☐ Exterior Trim, Lintel
- ☐ Other architectural feature _____
- ☐ Roof/Cornice
- ☐ Masonry/Siding
- ☐ Storefront
- ☐ Window(s) Number of windows: _____

Landscape Feature:

- ☐ Fence
- ☐ Streetscape
- ☐ Other Site feature (describe) _____

New:

- ☐ Addition
- ☐ Accessory Structure
- ☐ Sign
- ☐ Mural
- ☐ Accessibility Ramp
- ☐ Energy Improvements
- ☐ Mechanical Equipment
- ☐ Primary Structure

Will the proposed alteration be visible from any public right-of-way? ☐ Yes ☐ No

Project's Existing Material: _____ Project's New Material: _____

Project Description

Briefly provide an overview of the type of work proposed. Describe how it meets the applicable design criteria in SRC Chapter 230. Please attach any additional information (i.e., product specification sheets) that will help staff and the HLC clearly understand the proposed work:

Signature of Applicant _____

Date Submitted/Signed _____