



**CITY OF ASTORIA**  
 Founded 1811 • Incorporated 1856  
**COMMUNITY DEVELOPMENT**

Fee Paid Date \_\_\_\_\_ Method \_\_\_\_\_

**EX** \_\_\_\_\_

**FEE:\$350.00**

**EXTERIOR ALTERATION FOR HISTORIC PROPERTY  
 <25,000 Project Value**

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

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Map \_\_\_\_\_ Tax Lot \_\_\_\_\_ Zone \_\_\_\_\_

***For office use only***

Adjacent Historic Properties: \_\_\_\_\_

Classification: \_\_\_\_\_ Inventory Area: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Describe the existing USE of the property and existing CONDITIONS (*attach exterior photos of all elevations*):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b><i>For office use only:</i></b>			
Application Complete:		Accela ePermitting #:	
120 Days:		Type II or Type III:	
Planner:		Tentative HLC Meeting Date:	

**FILING INFORMATION:** A pre-application meeting with a planner may be required prior to the acceptance of the application. A planner will review your submittals and determine if your proposal will be reviewed by Staff, or by the Historic Landmarks Commission (HLC), as outlined in Development Code Sections §6.010-6.090.

For proposals triggering HLC review, meetings are typically held at 5:30 p.m. on the third Tuesday of each month. Complete applications must be received by the 13th of the month to be considered for the following month's HLC agenda (allowing for public noticing period). Your attendance at the HLC meeting is recommended. Application submittal gives permission to City Staff to access the property for necessary site visits, i.e., posting of public hearing notices; photos; etc.

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**Did you have a Pre-App meeting for this project?**  No  Yes (provide date) \_\_\_\_\_

Attach responses to the following...

**PROPOSAL:** Describe the proposed USE of the property as well as the proposed CHANGES.

Please address each of the Exterior Alteration Criteria. Provide as much detail as possible to support why the request should be approved.

1. Describe how every reasonable effort will be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
2. Describe the distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged. Explain how your proposal meets this criterion.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected. Explain how your proposal meets this criterion.
5. Describe how the distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. 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 conjectural designs or the availability of different architectural elements from other buildings or structures. Explain how your proposal meets this criterion.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken. Any cleaning proposed? If yes, explain.
8. Describe how every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and addition do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment. Is a contemporary design proposed? If yes, explain how your proposal meets this criterion.

10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired. Explain how your proposal meets this criterion.
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**PROVIDE THE FOLLOWING AS ATTACHMENTS:**

- Responses to all of the above sections (i.e., proposal, Exterior Alteration criteria, etc.)
- A site plan indicating the location of the proposed alterations on the structure in relationship to the structure's elevations. Indicate property lines and proximity to other structures.
- Drawings of the proposed construction, indicating measurements, style and type of materials proposed. Scaled free-hand drawings are acceptable.
- If proposing replacement material, include photos and describe existing conditions. In some cases, a qualified tradesperson or expert may need to prepare a report justifying why a repair is not feasible.
- Manufacturer's spec sheets and/or details for all proposed materials (i.e., windows, doors, siding, roof, etc.)
- Photos of the site, architectural examples, etc.

**NOTE:** A public hearing notice will be posted on site at least two weeks prior to a scheduled Commission meeting date. The notice must remain in place until a final decision is reached or an application is formally withdrawn.

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