



**HISTORIC RESOURCE REVIEW COMMISSION  
SITE PLAN REVIEW  
COMMUNITY DEVELOPMENT  
900 SE DOUGLAS AVENUE, THIRD FLOOR  
ROSEBURG OR 97470  
541-492-6750**

All application and materials are to be submitted to the City of Roseburg Community Development Department. Incomplete or poorly prepared materials will not be accepted. If further clarification or information is needed, contact Community Development staff Monday through Friday from 8:00 a.m. to 5:00 p.m. (Closed during the noon hour.) In addition to any required Site Plan Review fee there is an additional \$52.00 fee for HRRC

**APPLICATION**

Job Address: _____
Applicant Name: _____
Address: _____
Phone Number/Contact Number: _____
E-mail: _____
If different from above, Property Owner Name: _____
Address: _____
Phone Number: _____
E-mail: _____

**SUBMITTAL REQUIREMENTS – Exterior Alteration to Historic Resource**

Following is a list of items needed for Site Plan and Historic Resource Review. This information is required to complete the approval process. It is necessary to submit each type of plan and required fees. This checklist will be used to determine if the submittal is complete and can be accepted. Once the Site Plan and Historic Review has been approved, two sets of plans will be stamped and returned to the applicant for submittal to the Douglas County Building Department for the required structural/life safety plan check/Building Permit.

6 copies if larger than 11 X 17 – 1 copy if 11 X 17 or smaller

**Site Plan** that includes: – (See sample)

- Title block with name and address of preparer and applicant
- North arrow and applicable scale of drawing
- Date drawing prepared and/or revised
- Adjacent existing and proposed streets from centerline with their name and showing width of existing paving, sidewalks, parkway and driveways
- Points of access (vehicular and pedestrian from each street)
- All property lines and their dimensions
- All existing and proposed structure(s), their dimensions, areas, and setback from property line including covered and/or uncovered porches and decks
- All existing and proposed paved or impervious surfaces, including walkways, driveways, etc.
- All existing and proposed parking spaces, including their dimensions
- Any existing and proposed pad, ground or wall mounted equipments, utility vaults, transformers, backflow devices, gas meters, mail boxes, light poles
- Location of nearest fire hydrant(s) indicating distance from property line
- All existing and proposed fences including height and types
- All existing and proposed easements and their purpose

6 copies if larger than 11 X 17 – 1 copy if 11 X 17 or smaller –

**Building Elevations:** - Adequately labeled photos with clear and easy to understand overlay simulations can be substituted for drawings

- Title Block
- Elevations labeled appropriately north, south, east and west
- Vertical distance (height) from the average finished grade at the center of the wall to the highest point of the structure
- General architectural features (windows, door, trim, roof pitch, etc.)

6 copies - **Floor Plan** that includes:

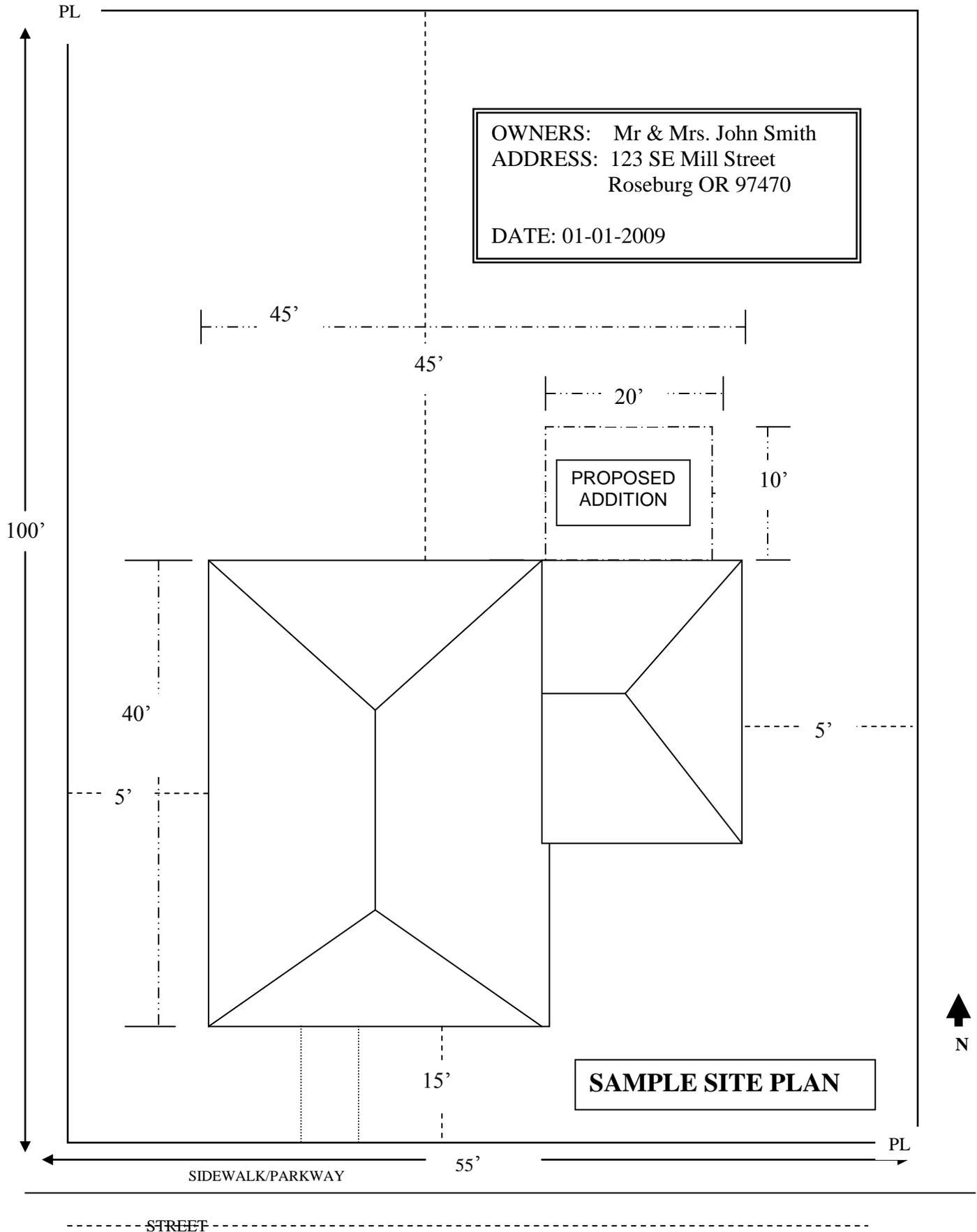
- Outline of each floor level
- Layout and use of all existing and proposed areas
- All entrance and exit points
- All enclosed and/or covered parking areas

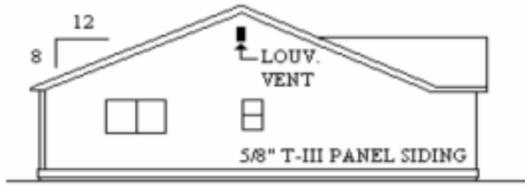
- A written statement that identified how the project complies with the approval criteria.

I hereby certify that I have reviewed the above checklist and have provided all applicable Submittal Requirements for this project.

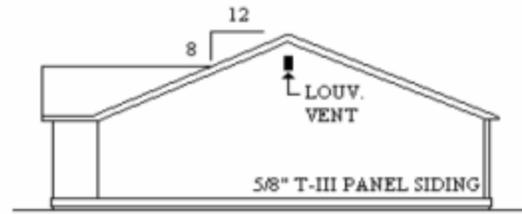
\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

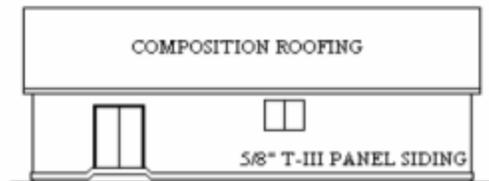




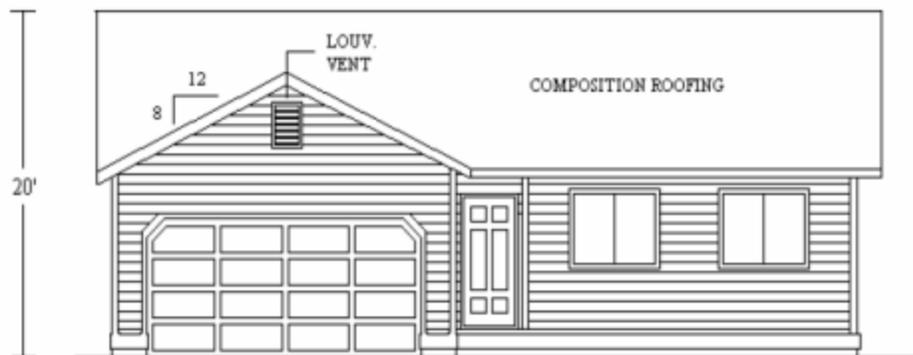
**LEFT SIDE ELEVATION**



**RIGHT SIDE ELEVATION**



**REAR ELEVATION**

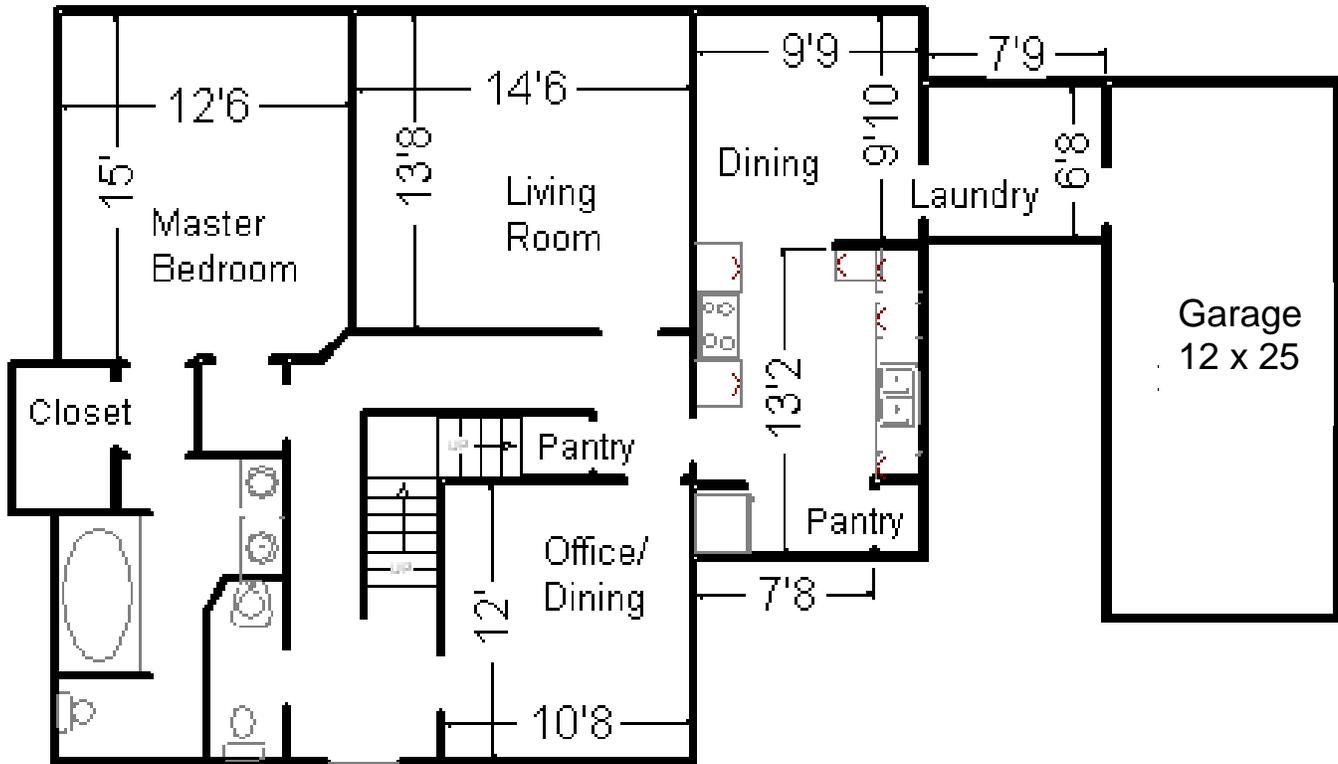


**FRONT ELEVATION**

Callouts shown are only examples of how information can be provided and should not be considered complete.

- Views drawn to scale 1/4" = 1" or 1/8" = 1".
- Indicate exterior finishes: Roofing, siding, trims, and masonry.
- Indicate roof pitch.
- Show any roof pitch.
- Show any roof venting.
- Show windows in their proper scale and location.
- Show and dimension overhang.

**SAMPLE ELEVATION DRAWING**



**SAMPLE FLOOR PLAN**

## **HISTORIC REVIEW**

### **Land Use and Development Ordinance (LUDO)**

#### **POTENTIAL ACTION:**

Based on the Land Use and Development Ordinance (LUDO) if the HRRC finds the proposal complies with the guidelines listed the Director of Community Development is to submit a statement of development approval to the Building Department.

If the Commission finds the proposal does not comply with the guidelines, one of the following can be initiated:

1. Approve the application subject to conditions that will bring the application into compliance.
2. Place a 60-day delay on the building permit to provide time for gathering information to further evaluate the proposal or identify alternatives.
3. Provide the applicant with information concerning local, state, and federal preservation programs so the applicant may gain knowledge of available alternatives.

The decision of the HRRC is final fourteen (14) days after the decision unless a written appeal is received by Community Development.

#### **ALTERATIONS:**

The Historic Resource Review Commission evaluates **exterior alterations** to a historic resource based on the guidelines provided in LUDO Section 2.11.070). In order to assist the HRRC with review of your project, described how this project complies (use additional sheets if necessary).

- A. **Retention of Original Construction.** All original exterior materials and details shall be preserved to the maximum extent possible.
- B. **Height.** Additional stories may be added:
  1. The added height complies with requirements of the building and zoning codes.
  2. The added height does not exceed that which was traditional for the style of the building.
  3. The added height does not alter the traditional scale and proportion of the building.
  4. The added height is visually compatible with adjacent historic buildings.
- C. **Bulk:**
  1. The bulk of the addition is not to exceed that which was traditional for the building style.
  2. The addition is to maintain the traditional scale and proportion of the building style.
  3. The addition is to be visually compatible with adjacent historic buildings.

- D. **Visual Integrity of Structure.** The lines of columns, piers, spandrels, and other primary structural elements shall be maintained as is practicable.
- E. **Scale and Proportion.** The scale and proportion of altered or added building elements, the relationship of voids to solids (window to wall) shall be visually compatible with traditional architectural character of the historic building.
- F. **Materials and Texture.** In-kind materials and textures shall be used in the alteration or addition of historic structures. Exterior alteration or addition shall follow the requirements of the Secretary of the Interior's Standards for Historic Preservation Projects and the Historic Preservation League of Oregon's Rehab Oregon Right manual.
- G. **Signs, Lighting, and other Appurtenances.** Signs, exterior lighting and other appurtenances, such as walls, fences, awnings, and landscaping shall be visually compatible with the traditional architectural character of the historic building.

Described how the project complies with the above: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NEW CONSTRUCTION:**

An **addition or new construction** to a property inventoried as a historic resource is evaluated based on the guidelines in LUDO Section 2.11.080. To assist the HRRC with review of your project, described how this project complies. (use additional sheets if necessary)

1. **Siting.** New, added or relocated buildings are to be sited according to features of the surrounding neighborhood and the overall character of the historic area in terms of orientation, distance to adjacent buildings, traditional setback, and retention of important site features.
2. **Height.** The proportion of the new or relocated building is compatible with the average height of the traditional character of the surroundings.
3. **Bulk and Scale.** The bulk and/or proportions (size, mass, and/or volume) of any new or relocated building is compatible with the traditional character of the surrounding. Examine the massing of nearby buildings (whether symmetrical or asymmetrical, central block (or L-shape), and design the new building with similar bulk.
4. **Materials.** The materials are consistent with the predominant materials and finishes found on other resources in the surrounding area. Examine the color, texture, pattern, composition, and scale of neighboring historic resources.
5. **Width.** The proportion of the new or relocated buildings is compatible with the average width and massing of the neighboring buildings. If a building is wider than other buildings on the block, the façade should be broken up into narrower

bays that reflect the common historic widths.

6. **Specific Design Elements.** Design elements need to be compatible with the existing character of the surroundings with consideration for, but not limited to, roof form, windows and doors, exterior siding and architectural details.

Described how the project complies with the above: \_\_\_\_\_

---

---

---

**DEMOLITION:**

Proposed **demolition** to a property inventoried as a historic resource is evaluated based on the guidelines in LUDO Section 2.11.060. To assist the HRRC with review of your project, described how this project complies. (use additional sheets if necessary)

The Commission may delay the issuance of the demolition permit or building permit for up to sixty (60) days from the date of the hearings action. The Commission's decision shall be based upon consideration and completion of the following factors:

1. Reasonable efforts shall be made by the Commission to provide the owner of the structure with possible alternatives for demolition, including information concerning local, state, and federal preservation programs;
2. Reasonable effort shall be made by the Commission to maintain the historic structure by an acquisition, protection, stabilization, preservation, rehabilitation, restoration, or reconstruction project. (A demonstrated lack of private and public funding for the above is sufficient cause to allow demolition);
3. Consideration shall be given to the Guidelines listed in Section 2.11.070; and,
4. The Commission may request the Director and/or applicant to seek assistance through referrals from the appropriate agencies and organizations, which may include: The State Historic Preservation Office, the Douglas County Museum, and the Douglas County Historic Resource Review Committee. (Ord. 9/2008)

Described how the project complies with the above: \_\_\_\_\_

---

---

---