Special Assessment of Historic Property Program
Instructions for Completing Application/Preservation Plan
(Revised 8/11/05)

Introduction

Complete and accurate information is in the best interest of the applicant because it allows the SHPO to understand the property from a distance.

Sections 1 through 4 provides summary information about the property's location, status in the National Register of Historic Places, values for tax purposes, current use, estimated costs of the rehabilitation and renovation, timelines, and the owner's contact information. It also includes an affidavit that, when signed, signifies that the owner has provided accurate information, understands the rules governing the program, and agrees to abide by them.

Section 5, is the Preservation/Renovation portion of the application. In this section you will describe in detail the condition and integrity of the property and how you propose to rehabilitate it. Proposed treatments will be judged on the *Secretary of Interior's Standards for the Rehabilitation of Historic Property*. The program applies to all aspects of a property (interior and exterior), landscapes, outbuildings, and other free-standing features.

1. Property Information

- **Historic Name of Property** – as given in the National Register document. Some properties within historic districts do not have specific names associated with them, in which case the street address should be used.
- **National Register District and rank** – <u>This only applies to properties within National Register-listed Historic Districts</u>. Use name as listed in the National Register document.
- **Date Listed on the National Register** – available from the NPS website or by calling the SHPO.
- **Property Address** –as listed in the National Register documentation.

2. Property Tax Information

- **Tax Account Number**, **Current Assessed Value, and Current Real Market Value** – available from the current property tax statement, or the tax assessor's office in the county where the property is located.
- **Application Fee** – Multiply the Real Market Value figure by one-third of one percent to determine the application fee, e.g. $269,000.00 x .0033 = $887.70

3. Preservation Plan Overview

- **Estimated Costs** – Rehab/maintenance costs need not be "hard" figures, but should be realistic. Renovation costs, however, should be based on actual bids or professional estimates.
- **Item Numbers Proposed for Completion by Fifth, Tenth and Fourteenth Year** – The SHPO reviews properties at least three times during the term of the benefit, to check progress against the proposal in the Preservation Plan. There is an expectation that significant work visible to the public will be completed by the fifth year review, and that the bulk of the rehabilitation will be completed by the tenth year.

4. Owner Information

- **Owner Name, Address, Telephone, etc.** – Self-explanatory.
- **Representative** – Name and phone number. The owner may assign a representative to deal with the SHPO regarding treatment of the property.
- **Affidavit** – The document must be signed and dated by the owner of record, signifying understanding of and agreement with the rules of the program.

5. Detailed Description of Rehabilitation/Preservation/Maintenance

- **Architectural Feature and Date** – Give the name of the building part referred to and when it was built or added. Terms can be found in an architectural dictionary**.**
- **Description/Condition of Feature** – Describe the feature and its current state of repair.
- **Proposed Treatment** – Describe how the feature will be treated, e.g. cleaned, repaired, painted, restored. Include information showing how the treatment meets the *Secretary of the Interior's Standards for Rehabilitation of Historic Property*.
- **Photos/Drawings** – Reference the appropriate photos and drawings in the application.

Mail complete applications (see checklist for list of accompanying items) to:

Susan Haylock
State Historic Preservation Office
725 Summer St. NE Ste C
Salem OR 97301
Phone: 503-986-0672

Your check should be made payable to: Oregon Parks & Recreation Department