

**SPECIAL ASSESSMENT OF HISTORIC PROPERTY PROGRAM**  
**Application/Reapplication Checklist**

- Application/Reapplication Form**
- A complete **Preservation Plan** (unbound). NOTE: For commercial buildings, a Federal Investment Tax Credit Application can be substituted for the Preservation Plan.
- A **certified check or money order** for the application fee (assessed value x .001). The fee is non-refundable.
- County Assessor's tax statement** listing the property's current assessed and real market value.
- Site plan and floor plan sketch** (all levels of the building) reduced to 8 1/2" x 11" or 11" x 17".
- Colored, labeled photographs** (no smaller than 4" x 6"). Exterior photo of each façade (main building and any outbuildings), a streetscape, interior rooms, significant historic features, landscaping, and areas in need of rehabilitation. **Good quality, color digital photos are acceptable, and may be submitted on paper or on a CD. Please do not mount photographs.**
- Proof of property insurance**

**NOTE: Please submit historic photo of property if available**

**Mail complete applications to:**

Joy Sears  
State Historic Preservation Office  
725 Summer St. NE Ste C  
Salem OR 97301

Phone: 503-986-0688

**Your check or money order should be made payable to: Oregon Parks & Recreation Department**