

## **Application Instructions**

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 of the Application Form provide 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 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 Plan 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 the exterior of a property, significant interior features, landscapes, outbuildings, and other free-standing features.

### **Section 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** – This only applies to properties within National Register-listed Historic Districts. Use the district name as listed in the National Register document and indicate whether the property is “contributing” or “non-contributing.”
- **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.

### **Section 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 Assessed Value figure by one-tenth of one percent to determine the application fee, e.g. \$269,000.00 x .001 = \$269.00
- Your check should be made payable to: Oregon Parks & Recreation Department

### **Section 3. Preservation Plan Overview**

- **Estimated Costs** – Rehab/maintenance costs need not be “hard” figures, but should be realistic.
- **Current Use**
- **First or second term check box**

### **Section 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.

## Section 5. Preservation Plan Form

- **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:

**Joy Sears**  
**Restoration Specialist**  
**State Historic Preservation Office**  
**725 Summer St. NE Ste C**  
**Salem OR 97301**  
**Phone: 503-986-0688**  
**E-mail: Joy.Sears@oregon.gov**