

PROJECT INFORMATION FORM CHECKLIST

City of Aurora, Oregon
HISTORIC REVIEW BOARD
Application for Certificate of Appropriateness

_____ City of Aurora Planning Application and/or Sign Application

_____ Certificate of Appropriateness Application (Including applicable site plan, drawings, samples, etc).

1. Site plan, not less than 8" x 10" drawn to scale showing location and dimensions of proposed project (s).
2. Drawings, conceptual sketches, elevations may be required depending on project.
3. Samples of paint colors, mfg #; manufacturer's photos of building materials, etc.
4. Signs: a scale drawing of the proposed sign showing the following:
 - Dimensions of signs
 - Samples of lettering font for each size of letter
 - Sample of text

_____ All sign applications submitted must conform to the city sign ordinance requirements prior to application to the historic Review Board.

Date Approved: _____

_____ Fee Paid: (To City Planning Department)

_____ Fee(s) for Certificate of Appropriateness Application _____

Information to be submitted by _____. The next Historic Review Board meeting is scheduled on Tuesday, the _____ day of _____, _____, at 7:00 P.M. in the Council Chambers.

To expedite the processing of the application, the Historic Review Board requests the applicants to be present at the meeting. Questions by board members not addressed on the application may result in the decision being held over until the next meeting.

**In order that the Historic Review Board has the opportunity to study your proposal and view the property, please have your complete application submitted by the due date above.
Thank you!**

HRB City of Aurora Fee Schedule

Resolution 294 establishes policy by which Staff will collect fees and refer applicants to HRB for review. Items that are not included in this list may be added by staff and appropriate fee collected.

<u>Work to be Done</u>	<u>Meet with HRB</u>	<u>Fee</u>
Paint Building same color	No	N/A
Paint Building different color	Yes	\$10.00
Repair fence (same size & style)	No	N/A
New/Repair fence (new style)	Yes	\$10.00
Move fence (same size & style)	Yes	\$10.00
Repair Exterior (no change)	No	N/A
Repair Exterior (with change)	Yes	\$10.00
Re roof (same style & color)	No	N/A
Re roof (new style & color)	Yes	\$10.00
Landscaping-small flowers/shrubs	No	N/A
Landscaping-large shrubs/trees	Yes	\$10.00
Decks, Patios, Patio Covers & /Awnings	Yes	\$10.00
Driveways, Pathways, Sidewalks, Parking	Yes	\$10.00
Major Remodel, Relocating Historic Structures (>\$2,000)	Yes	\$30.00
Minor Remodel (<\$2,000)	Yes	\$20.00
New Residential Construction	Yes	\$50.00
New Commercial/Industrial Construction	Yes	\$100.00
Barn/Shop Construction	Yes	\$50.00
Exterior Security	Yes	\$10.00
Sign Repair (no change)	No	N/A
Sign (new or changed)	Yes	\$25.00
Tents, Canopies and Structured Booths	No	\$10.00
Yard Art	Yes	\$10.00
Special Session of HRB	Yes	\$50.00

For all administrative decisions Staff shall forward all pertinent data and samples to the next meeting of HRB for informational purposes.

Staff and HRB will review this policy semi-annually and make adjustments as required.

Fencing: Picket Stock Privacy
 Other (describe) _____
Height _____ Length _____
Color _____
Material _____
Location (as shown on site plan) _____
Design Standards used: _____

Roofing: Cedar Shingle Composition
 Other (describe) _____
Color _____ mfg/number _____
Design Standard used _____

Staff Approved

Date _____

Composition roof colors must NOT appear ‘dappled’ but must be solid black. Manufacturer’s photographs of a finished roof ARE required in addition to actual roofing samples. (You MUST bring a sample that is sufficiently large to show what the total roof will look like to insure that it appears as a solid color.)

Landscape: Plantings _____
Trees _____
Tree Removal _____
Design Standards used: _____

Staff Approved

Date _____

Other type of project(s): _____

Please note Design Standards used (Item/page(s) for each separate project listed.)

I _____, have read the applicable information in the Design Standards and Design Guide.

- Attach the following in order for your application to be accepted:
1. A copy of your property’s page from the Aurora Colony Historic Resources Manual. (You may print this out from the city’s website or obtain it from the city)
 2. Site plan drawn to scale with project location shown.
 3. Elevations, including dimensions.
 4. A Photograph of the property is helpful but not required.

I have completed the application in full and included the above attachments. I understand that any changes or deviations from the presented materials proposed in this application must be submitted and re-examined by the Historic Review Board for final approval.

Date

Signature of Applicant



INSTRUCTIONS FOR PREPARATION OF A
RESIDENTIAL SITE PLAN

Site plan must be current, drawn to scale on 8 1/2 x 11 paper, and show all property lines. If unable to draw to scale, property lines must still be shown noting actual dimensions or total acreage.

Failure to include all of the items listed below may delay the review necessary to obtain a permit

ITEMS THAT MUST BE SHOWN ON YOUR SITE PLAN:

- 1. NORTH ARROW.
- 2. SCALE OF DRAWING.
- 3. STREET NAME accessing the parcel.
- 4. ALL PROPERTY LINES AND DIMENSIONS - existing and proposed.
- 5. DRIVEWAYS AND ROADS - existing and proposed.
- 6. EXISTING AND PROPOSED STRUCTURES - label as "Proposed" and "Existing". Include dimensions and distance to all property lines and other structures.
- 7. UTILITY LINES AND EASEMENTS.
- 8. GEOGRAPHIC FEATURES - ground slope and direction of slope, escarpments, streams, ponds, or other drainage ways.
- 9. WELLS - existing and proposed on this parcel and adjacent parcels within 100 feet.
- 10. FENCES, RETAINING WALLS - location of existing and/or proposed.
- 11. PARTITIONING (if applicable) - shown by dotted lines, with parcels labeled as "Parcel 1", "Parcel 2", etc.
- 12. SEPTIC SYSTEM and REPLACEMENT AREA - existing and proposed. Show existing septic tank, drain field lines and distance from structure(s).
- 13. CUTS/FILLS - show existing and proposed.
- 14. ELEVATIONS - at lot corners or construction area and at corners of building site.

If sanitary sewer service is not available, a septic system must be installed. Include the following additional items on the site plan:

- TEST HOLES - show distances between holes and property lines. One test hole should be located in the center of the initial system installation site, the other in the center of the replacement area. Accuracy of location is very important.

Additional information, such as patio slabs, walkways, roof overhangs, etc., may be required for the issuance of your permit.

➤ Permit Specialist Initials _____ Date _____

USE THE REVERSE SIDE OF THIS FORM TO DRAW YOUR SITE PLAN

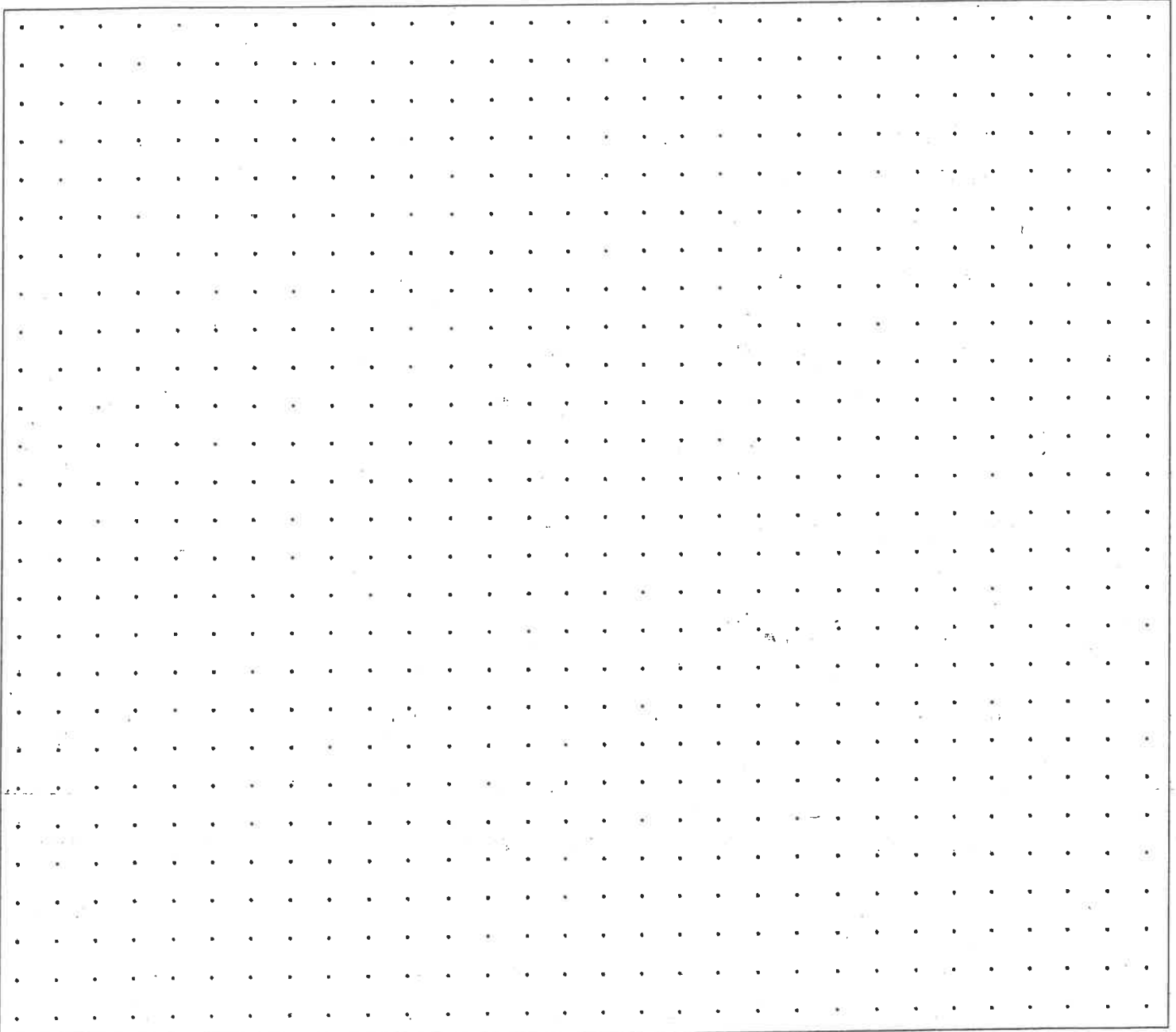
SITE PLAN FOR PROPOSED RESIDENTIAL DEVELOPMENT

TWO (2) COPIES REQUIRED

Property Owner(s) Name: _____ Phone: _____
 Site Address: _____ City: _____ Zip: _____
 Subdivision: _____ Lot: _____ Block: _____ Manufactured Home Park: _____ Space: _____
 Assessor Map # (T-R-Sec-TL(s)): _____ Total # Acres: _____
 Zoning Designation: _____ Planning Map _____

SITE PLAN MUST SHOW ALL PROPERTY LINES AND DIMENSIONS

- Drawn to Scale; 1 square = _____
- Feet Not Drawn to Scale: Total Acres _____



I certify that the above information is accurate to the best of my knowledge. I AM THE [] Owner or [] Authorized Agent

My telephone number is: _____ NAME (please print): _____
 Applicant's Signature: _____ Date: _____
 Applicant's Mailing Address: _____ City: _____ Zip: _____

FOR OFFICE USE ONLY

PLANNING: _____ Date: _____
 PUBLIC WORKS: _____ Date: _____
 BUILDING INSPECTION: Acceptable for Planning requirements only _____ Date: _____