



Planning Division
City of Bend
(541) 388-5580
planning@bendoregon.gov
710 NW Wall Street, Bend OR 97703

This submittal form is to be completed as part of your application with the City of Bend. *Download this form before completing fillable fields*, then upload with your application through the Online Permit Center at www.bendoregon.gov/permitcenter.

HISTORIC RESOURCE ALTERATION APPLICATION

- Minor alteration
- Major alteration

Property Information

Historic Name of Site or Building: _____

Address: _____

Tax Map & Parcel Number: _____

The Site or Building is identified as (mark all that apply):

- Local Historic Resource
- National Register of Historic Places
 - Historic Contributing
 - Historic Non-Contributing
 - Non-Historic
 - Vacant Lot

Please identify the dates of construction and any previous major alterations: _____

Present Use: _____

Project Description (describe alterations you plan to make): _____

Are you asking to remove building materials that are *less* than 50 years old? If so, what are they?
When were they added? _____



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Planning Division at planning@bendoregon.gov or (541) 388-5580; Relay Users Dial 7-1-1.

Are you asking to remove or replace building materials that are *more* than 50 years old? If so, what historic building materials are you removing and why? _____

What changes do you plan to make to the historic design or architecture? _____

Why are the changes necessary? _____

Have you carefully looked at the historic design, materials and construction techniques for your building? Have you looked at historic photographs? Will the project be in keeping with the historic appearance, materials and style? _____

If you are adding a new element or an addition to the building, please provide the address of a similar historic building or historic photos of a similar building that you are using as a guide.

Are you reconstructing or replacing an element that was part of your building, but was previously removed? Is your project based on a historic photo of your building or architectural evidence?

Style of building (Craftsman Bungalow, American foursquare, Colonial, etc.): _____

Square feet: First floor: _____ Basement: _____ Second Floor: _____

Height of foundation above current grade: _____

Foundation exposure and material: _____

Water table style & material: _____

Siding Brand, type, size, material: _____

Percent of historic siding to be replaced: _____

Window brand and styles: _____

Window proportions (sizes): _____

Window sills: _____

Window trims: _____

Door brands and styles: _____

Door size and material: _____

Belly band style, size and material: _____



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Roof style (mansard, gable, cross gable, hipped, etc.): _____

Roof material and color: _____

Roof pitch: _____ Ridge Height: _____

Roof/attic wall ventilation detail: _____

Skylight brand and style: _____

Drip board/flashing material, color and exposure: _____

Eave and soffit detail, incl. fascia size and material: _____

Porch slope and detailing (columns, post bases, stairs, decking, ceiling): _____

Exterior light fixtures brand and styles: _____

Brackets or knee braces: _____

Other exterior materials and trims: _____

Fence height, style and material: _____

Rock walls height, style, size and material: _____

Driveway material, width: _____

Landscaping elements to be removed/altered: _____

Is this project partially funded by a historic preservation grant or other grant? Yes No

Is the property owner receiving the Oregon Special Assessment Program? Yes No

Will the owner apply for the 20% Federal Investment Tax Credit to help pay for this project?

Yes No

Additional Requirements

- Map or site plan drawn to legible scale. Site Plan should identify all buildings, structures and trees that are more than 50 years old, parking areas and driveways and the locations of sidewalks, curbs, alleys and streets, clearly showing setback distances on all sides of the buildings and between buildings.
- Construction plans, including building elevations, floor plan, drainage plan and landscaping plan
- Provide a list of materials that you plan to use on the exterior of the building. Submit the product brochures or print outs from the company web sites for the materials that you have selected for siding, windows, doors exterior light fixtures, roof and any exterior trim. It is necessary to be specific about which products will be used.
- If you are asking to replace historic windows, please describe your efforts to repair the windows and if you have tried interior or exterior wood-frame storm windows.
- If you are asking to replace historic windows or doors, request a free energy audit from your power company. Enclose a copy of the report with your application.



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- If you are asking to replace historic windows or doors, complete a detailed survey of each one to determine their age, style, size and condition.
- For windows and doors that the Landmarks Commission finds are not repairable, attach a list of the exact styles and sizes and the brand you have selected to match the historic windows and doors. Circle them in your product brochures. Your contractor or vendor may provide this for you. Note which items are a change from the historic window and door sizes and styles.
- Historic photo of the building (more than 50 years old).
- Current color photo or a digital image of the building that you are proposing to alter. Attach photos of each side of the building that will be affected.



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