



**CITY OF ASTORIA**  
 Founded 1811 • Incorporated 1856  
**COMMUNITY DEVELOPMENT**

Fee Paid Date \_\_\_\_\_ By \_\_\_\_\_

EX \_\_\_\_\_

**FEE:\$100.00**

**EXTERIOR ALTERATION FOR HISTORIC PROPERTY**

Property Address: \_\_\_\_\_  
 Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_  
 Map \_\_\_\_\_ Tax Lot \_\_\_\_\_ Zone \_\_\_\_\_

<b>For office use only:</b>			
Classification:		Inventory Area:	

Applicant Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Property Owner's Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Business Name (if applicable): \_\_\_\_\_  
 Signature of Applicant: \_\_\_\_\_  
 Signature of Property Owner: \_\_\_\_\_

Existing Construction and Proposed Alterations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>For office use only:</b>			
<b>Application Complete:</b>		<b>Permit Info Into D-Base:</b>	
<b>Labels Prepared:</b>		<b>Tentative HLC Meeting Date:</b>	
<b>120 Days:</b>			

**FILING INFORMATION:** Historic Landmarks Commission meets at 5:15 pm on the third Tuesday of each month. Complete applications must be received by the 13th of the month to be on the next month's agenda. A pre-application meeting with the Planner is required prior to the acceptance of the application as complete. **Only complete applications will be scheduled on the agenda.** Your attendance at the Historic Landmarks Commission meeting is recommended.

**Briefly address each of the Exterior Alteration Criteria and state why this request should be approved.** (Use additional sheets if necessary.):

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.

---

---

---

2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

---

---

---

3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.

---

---

---

4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.

---

---

---

5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.

---

---

---

6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

---

---

---

7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.  

---

---

---
8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.  

---

---

---
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and addition do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.  

---

---

---
10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.  

---

---

---

---

***PLANS: A site plan indicating location of structure on the property and the location of the proposed alterations is required. Diagrams showing the proposed alterations indicating style and type of materials proposed to be used. Scaled free-hand drawings are acceptable. The City may be able to provide some historic technical assistance on your proposal.***