

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** (3 1/2" x 5" or 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. **Please do not mount photographs.**
- Proof of property insurance.**

NOTE: Please submit historic photo of property if available.

Mail complete applications to:

Susan Haylock
State Historic Preservation Office
725 Summer St. NE Ste C
Salem OR 97301
Phone: 503-986-0672

Your check should be made payable to: Oregon Parks & Recreation Department

(8/05)