

**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 complete **Renovation Plan** (for commercial reapplicants only)(unbound).
- ( ) A **certified check or money order** for the application fee (Real Market Value x .0033), made payable to the Oregon Parks and Recreation Department. 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. **(NO POLAROIDS). Please do not mount photographs.**

**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**