

**Historic Resource Preservation Plan Application:  
List of required application materials for demolition or partial demolition of an  
historic resource**

1. Completed Historic Resource Preservation Plan Application Form.
2. Completed Owner-Agent Approval form, if applicable.
3. Six (6) copies of a Historic Documentation Report. The Historic Documentation Report must be prepared by a qualified historian, architectural historian, or architect meeting the Secretary of the Interior Standards. The report must include the following information:
  - A. A location and vicinity map.
  - B. A plot plan indicating all property line boundaries and their dimensions, all existing structures and roads, and any other outstanding features of the site (e.g., streams, large trees, rock outcroppings, etc.)
  - C. Drawings (to scale) of the exterior elevations of the historic resource(s) to be demolished and of any architecturally significant features.
  - D. Original (not paper copies) black and white photographs, 3.5 x 5 inches, correctly exposed, of the exterior elevations of the historic resource(s) to be demolished and of any architecturally significant features.
  - E. Description of the current condition of the historic resource(s).
  - F. Provisions to preserve the historic value of the structure by documentation and/ or preservation of artifacts and building materials.
4. One (1) copy of a completed Special Inspections Report from the County Building Official or designee.
5. A report from a structural engineer and other information evaluating the condition of the structure proposed for demolition which clearly supports one or more of the following:
  - a. Preservation of the structure or object is not feasible due to the deteriorated condition of the structure or object
  - b. Preservation would create exceptional hardship
  - c. Demolition is necessary to alleviate a dangerous condition.