

**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.
6. To support a claim that preservation would create exceptional hardship, any or all of the following additional documentation may be required with the application. In considering whether preservation would create exceptional hardship, the approving body may consider whether the preservation of the property in its current or restored condition would provide a reasonable use or reasonable economic return to the property owner.

- a. Professional estimate of the cost of the proposed demolition, and an estimate of the cost to preserve the structure or restore the structure to a structurally sound condition. In connection with any such estimate, preservation or rehabilitation costs which are the result of the current property owner's failure to maintain the designated historic resource in good repair shall not be considered in determining whether preservation would create an exceptional hardship.
- b. Estimated market value of the property in its current condition, estimated market value after completion of the proposed demolition, and estimated market value after renovation of the existing property for continued use.
- c. An estimate from an architect, developer, real estate consultant, appraiser or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property.
- d. Amount paid for the property, the date of purchase, and the party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased, and any terms of financing between the seller and buyer.
- e. If the property is income-producing, the annual gross income from the property for the previous two years; itemized operating and maintenance expenses for the previous two years; and depreciation deduction and annual cash flow before and after debt service, if any, during the same period.
- f. If the property is not currently income-producing, projections of the annual gross income which could be obtained from the property in its current condition or in its rehabilitated condition.
- g. Remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two years.
- h. All appraisals obtained within the previous two years by the owner or applicant in connection with the purchase, financing or ownership of the property.
- i. Any listing of the property for sale or rent, price asked, and offers received, if any, within the previous two years.
- j. Assessed value of the property according to the two most recent assessments.
- k. Real estate taxes for the previous two years.
- l. Form of ownership or operation of the property, whether sole proprietorship, for profit or not-for-profit corporation, limited partnership, joint venture or other.
- m. Information from the applicant regarding current income, such current and prior year tax returns.

- n. Any other information considered necessary by the Planning Department or approving body to determine whether preservation of the structure would create an exceptional hardship.