



## Historic Resource Review Guide for Homeowners

### What Projects Require Historic Resource Review?

Certain exterior changes to all properties and new development within Historic and Conservation Districts and alterations to individual properties designated as Historic or Conservation Landmarks require Historic Resource Review. In Conservation Districts, some projects may be eligible to use the Community Design Standards in lieu of a Historic Resource Review. Zoning Code Chapter 33.445 contains a full list of the types of projects that require Historic Resource Review. This guide contains summaries of the type of projects that require review, and applicable guidelines and approval criteria.

### Process

Most Historic Resource Reviews for alterations to existing structures are processed as a Type I or Type II land use review. There are exceptions -- see Zoning Code Chapter 33.846 to determine the review process for your project. Refer to the "Residential Projects that Require Historic Review".

### Application Requirements

Refer to the Land Use Review Application Checklist and examples attached to this guide. **Additional details are required for Historic Resource Reviews:** These include:

- Typical sections and details – wall, windows, doors, trim, balconies, railings, canopies, materials joints, etc
- Manufacturer's cutsheets – windows, doors, light fixtures, exterior materials, mechanical units, etc.
- Identify all materials (existing and proposed) on building elevations
- Photos of existing conditions
- Drawings comparing proposed and historic conditions (such as windows)
- Roof plan (if relevant)

### Approval Criteria

Depending on the type and location of the historic resource, different approval criteria apply. Some of the Design Guidelines documents contain an Applicability Chart indicating which guidelines apply to specific projects. If not, provide responses to the criteria that are relevant to the proposed work. A summary chart of applicable guidelines and Zoning Code approval criteria is attached. The guideline documents are available at the Historic Review Guideline link provided below.

### Information

#### Online Resources

City of Portland Zoning Maps – [portlandoregon.gov/bps/30420](http://portlandoregon.gov/bps/30420)

Portland Maps website – [www.portlandmaps.com](http://www.portlandmaps.com)

Historic Review Guidelines – [www.portlandoregon.gov/designguidelines](http://www.portlandoregon.gov/designguidelines)

Portland Zoning Code – [www.portlandoregon.gov/zoningcode](http://www.portlandoregon.gov/zoningcode) (Chapters 33.445 and 33.846)

Bureau of Development Services website – [www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

#### Telephone

Zoning Hotline (503) 823-7526

#### In person

Permit Center, 1900 SW 4th Avenue, Portland, Oregon 97201.

See BDS website link above for business hours.



## **Residential Projects that Require Historic Resource Review (Information for Homeowners Only)**

The chart below summarizes types of residential improvement projects that require Historic Resource Review. The information is tailored to houses within Historic Districts. Before the start of any construction, property owners should verify with the City of Portland the level of review required, and if a building permit is required. Many projects listed in this handout have additional qualifiers. Refer to Zoning Code Chapters 33.445 and 33.846 for specific regulations.

<b>Projects that require Historic Resource Review   Sites Zoned RF through RH</b>	
Alterations and Additions Contributing Structure, not landmark	<b>All building facades</b> ≤ 150 sq ft = Type I > 150 sq ft = Type II
Alterations and Additions Non-Contributing Structure	<b>Street-facing facades</b> ≤ 150 sq ft = Type I > 150 sq ft = Type I
	<b>Not-street-facing facades</b> ≤ 150 sq ft = Exempt > 150 sq ft = Type II
All Other Non-Exempt Exterior Alterations	Type II or III
Historic Restoration, as defined in 33.910	Type I
Building a New Structure	Type II or III
<b>Exempt from Historic Resource Review</b>	
Repair or Maintenance, as defined in Zoning Code Chapter 33.910	
Accessibility Structures, if they can be removed without destroying existing materials	
Storm and Screen Windows/Doors, installation or removal	
Basement Windows, alterations to existing basement windows on non-street-facing façades and meet certain dimensional requirements	
Vents, on non-street-facing façades or flat roof and meet certain dimensional requirements, RF-R1	
Solar Energy Systems, on a flat roof or a pitched roof facing a rear lot line, and meets certain dimensional requirements, except when other reviews are required	
Skylights and Roof Hatches, on a flat roof or a pitched roof facing a rear lot line	
Radon Mitigation Systems, on non-street-facing façades	
Eco-roofs, when the roof is flat or surrounded by a 12-inch parapet, except when other reviews are required	
Fences, Retaining Walls and Decks, that meet Zoning Code standards	
Alterations that do not require a Building, Site, Zoning, or Sign Permit, and that will not alter exterior features specifically listed as attributes that contribute to the resource's historic value	
New Accessory Structure, ≤ 200 s.f. of floor area when located at least 40 feet from a front property line and, if on a corner lot, 25 feet from a side street property line.	