



**CITY OF ASTORIA**  
 Founded 1811 • Incorporated 1856  
**COMMUNITY DEVELOPMENT**

Fee Paid Date \_\_\_\_\_ Method \_\_\_\_\_  
**FEE: \$350.00**

**NC** \_\_\_\_\_

**NEW CONSTRUCTION (ADJACENT TO HISTORIC PROPERTY)**

Property Address: \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Map \_\_\_\_\_ Tax Lot \_\_\_\_\_ Zone \_\_\_\_\_

***For office use only***

Adjacent Historic Properties: \_\_\_\_\_

Classification: \_\_\_\_\_ Inventory Area: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Signature of Applicant:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Signature of Property Owner:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Proposed Construction: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b><i>For office use only:</i></b>			
Application Complete:		Accela ePermitting #:	
120 Days:		Type II or Type III:	
Planner:		Tentative HLC Meeting Date:	

**FILING INFORMATION:** A planner will review your submittals and determine if your proposal will be reviewed by Staff, or by the Historic Landmarks Commission (HLC), as outlined in Development Code Sections §6.010-6.090. For proposals triggering HLC review, meetings are held at 5:30 p.m. on the third Tuesday of each month. Complete applications must be received by the 13th of the month to be considered for the following month's HLC agenda (allowing for public noticing period). Your attendance at the HLC meeting is recommended. A pre-application meeting with the Planner may be required prior to the acceptance of the application. Application submittal gives permission to City Staff to access the property for necessary site visits, i.e., posting of public hearing notices; photos; etc.

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Did you have a Pre-App meeting for this project?  No  Yes (provide date) \_\_\_\_\_

Briefly address each of the New Construction Criteria. Provide as much detail as possible to support why the request should be approved. (Attach additional documents as needed.)

**Development Code Section §6.070(B)1:** Explain how the design of the proposed structure is compatible with the design of adjacent historic structures considering scale, style, size, height, architectural detail and materials.

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**Development Code Section §6.070(B)2:** Explain how the location and orientation of the new structure on the site is consistent with the typical location and orientation of adjacent structures - considering setbacks, distances between structures, location of entrances and similar siting considerations.

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**PROVIDE THE FOLLOWING ATTACHMENTS:**

- A site plan indicating the location of the proposed new construction on the property in relationship to the property lines and other structures.
- Drawings of the proposed construction, indicating measurements, style and type of materials proposed. Scaled free-hand drawings are acceptable.
- Manufacturer's spec sheets and/or details for all proposed materials (i.e., windows, doors, siding, roof, etc.)
- Photos of the site, architectural examples, etc.

**NOTE:** A public hearing notice will be posted on site at least two weeks prior to a scheduled Commission meeting date. The notice must remain in place until a final decision is reached or an application is formally withdrawn.