



DEPARTMENT OF PLANNING

**HISTORIC PRESERVATION COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Page 1 of 3**

Application/Petition For: _____

Project Address (Location) _____

Project Name _____

Assessor's Parcel(s)# _____ Ward# _____

General Plan Designation: _____ Existing Zoning Designation: _____

Gross Acres _____

Additional Information _____

PROPERTY OWNER _____

Address _____

City _____ State _____ Zip _____

E-mail Address _____ Phone _____ Fax _____

APPLICANT/REPRESENTATIVE _____

Address _____

City _____ State _____ Zip _____

E-mail Address _____ Phone _____ Fax _____

FOR DEPARTMENT USE ONLY

Property Owner Signature* _____

* An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps, and Parcel Maps.

Print Name _____

Subscribed and sworn before me

This _____ day of _____, 20_____ .

Notary Public in and for said County and State

Case #
Approved for administrative review? Yes ___ No ___
Project meets P&D requirements? Yes ___ No ___
Meeting Date:
Date Accepted:*
Accepted By:

*The application will not be deemed complete until the submitted materials have been reviewed by the Department of Planning for consistency with applicable sections of the Zoning Ordinance.

Type of Application

- Conceptual Review (recommended):** Discuss with the commission preliminary design ideas for a project. The commission will address the appropriateness of the proposal and provide helpful advice.
- New Construction:** Construction of a new building, additions or garages, sheds, etc. See Unified Development Code for guidance.
- Exterior Building Alteration:** Includes, but is not limited to, all exterior changes to an existing building that require a building permit, such as windows, doors, roofing, etc. See Unified Development Code for guidance.
- Signage or Graphics:** Installation of a sign or graphic on a building, or on the site, or directly behind the window or on a window.
- Variance or Zoning change:** Complete this application and submit a stamped copy of the variance or rezoning application filed with the city's Department of Planning for the requested variances.
- Demolition:** Removal of any building feature(s) or razing of any structure(s). For all demolitions, the applicant must include a written reason for the demolition, the proposed reuse of the site, evidence of funding and a time frame for project initiation. See Unified Development Code for guidance.
- Lot Split**
- Other:** _____

Work Description

Describe the proposed project in detail, including all changes to the building, site, lot or zoning. Include all features to be removed, altered and/or added. Indicate all materials to be used and the manufacturer. Attach additional sheets as needed.

Please refer to the Secretary of the Interior's Standards for Rehabilitation (below) for additional information.

Materials to submit with the application (as needed):

- Color photos:** 35mm or digital only. Polaroids will not be accepted. Include photos of each side of the building; the site to be altered and close ups of the specific areas to be changed.
- Drawings for conceptual review, new construction or graphics/signage:** One complete set, color where applicable, must be submitted, no larger than 11" x 17". If presentation boards will be used, copies of the boards must be submitted in no larger than 11" x 17" format.
- Material Samples/Manufacturer's Brochures:** material samples and brochures which show and describe the materials to be used (i.e., paint chips, brochures on doors, windows, etc).
- Site Plan:** A site plan must be included for new construction, additions, site graphics, demolition, lot splits, and fencing. The plan must show property lines, all existing structures, and their relationship to adjacent structures. One complete set, color where applicable, must be submitted, no larger than 11" x 17".
- Elevations:** Elevations must be included for new construction, additions, site graphics, demolitions and fencing. Elevations must show all existing structures on the parcel. One complete set, color where applicable, must be submitted no larger than 11" x 17".

The Secretary of the Interior's Standards for Rehabilitation

The Standards that follow were originally published in 1977 and revised in 1990 as part of Department of the Interior regulations (36 CFR Part 67, Historic Preservation Certifications). They pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent or related new construction.

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.