



APPLICATION FOR ALTERATION TO HISTORICAL RESOURCES OR DETERMINATION OF HISTORICAL STATUS

Please complete this application thoroughly and accurately, and consult with staff about the required exhibits for your project and the approval process. A total of 4 sets of plans will be required for the initial staff review, (or as otherwise required as part of a combined entitlement application). A total of 8 sets of plans will be required for submittal for Historic Preservation Commission review.

Note: The Historical Preservation Commission meets once a month on the second Wednesday of the month.

Project Description – (Add separate sheet if necessary). Provide a description of the proposed building/site and indicate full extent of work proposed including exterior changes to materials, windows, building design, alterations, demolition, etc...

Location of Project (address) _____

Assessors Parcel # _____

| Existing sq.ft | Proposed sq.ft. | Existing height | Proposed height |
|----------------|-----------------|-----------------|-----------------|
| _____ | _____ | _____ | _____ |

Applicant/Contact. _____

Address _____

Phone/email _____

Property Owner _____

Property Owner consent. I declare under penalty of perjury that I am the owner of the property involved in this application. I certify that the information furnished above and in the attached exhibits is true and correct to the best of my knowledge and belief. Property owner letter is acceptable.

Owners signature _____ Date _____

Alteration means any exterior change or modification through public or private action, of any designated historical resource which involves exterior changes to or modification of a structure, its surface texture, or its architectural details; new construction; relocation of structures onto, off of, or within a designated property or site; or other changes to the property or site affecting the significant historical or architectural features of the designated resource.

Historical Resources may include a designated landmark, a structure in a designated historical district, or the proposed demolition of a designated or potential historical resource.

Interim Application

INFORMATION REQUIRED FOR COMPLETE APPLICATION SUBMITTAL

Applicants are responsible for providing a complete and accurate submittal package which will allow the City to evaluate the application. Additional information may be required, especially for large/complex projects. Explanation of the typical information needed is provided below. Note: other information may be requested by the City depending on the nature of and complexity of the project. For example, for simple façade changes contextual information, elevations and design details may be all that is required.

1. **Application Form.** The Alteration Application form is the only form required for review before the Historical Preservation Commission. However, the City's standard application form, required for other entitlement requests, will be required in addition to the Alteration Application if other entitlements or applications are requested. (For all projects)
2. **Contextual Map and Photos.** Depending on the project, the applicant may be required to submit photos of neighboring structures and/or a contextual map showing the existing and proposed site plan in the context of the surrounding buildings and site features. *(Please consult with staff to determine if these are needed for your project).*

The Contextual Map should show the location of the site and the relationship of the proposed project to existing surrounding properties, buildings, and site features. This map shall indicate the proposed project site plan, all parcel lines and streets, location and use of structures including fences, adjacent access and circulation, setbacks, and existing zoning and land use within at least 300 foot radius. *(A larger area may be required to show full context).* Aerial photographs may be used if features are properly labeled.

3. **Site Plans and Photos of Existing Resource.** Please submit the following with your application *(If project involves changes to a site, including parking)*:
 - Name, address and daytime phone number of the preparer if different from the owner.
 - Address of the property.
 - Photos of all sides of existing structures. Landscape photos may be needed depending on the project.
 - Dimensioned locations of streets, parking, lots should be provided as possible. Also, building footprints and other structures on the property, with dimensioned setbacks. Identified "North".
 - Clearly identify additions or alterations
4. **Proposed Elevations.** Please provide a complete set of scaled elevations showing the proposed alterations. All elevations and plans must show all necessary dimensions and any structural changes to a historic resource that are needed to accommodate alterations. One set of elevations shall be colored.
5. **Design Details.** Please submit descriptions of all design details including, but not limited to, building materials, (window glazing, surrounds and doors), roofing materials, trim and building colors.
6. **Conceptual Landscape Plans.** If a project includes landscape changes, a plan must be submitted that details the changes proposed. *(City staff will advise the applicant if conceptual landscaped plans are needed).*

Interim Application

7. **Reduced Plans.** Please provide one set of site plans and elevations reduced to 8.5" x 11" and legible for photocopying.
8. **Samples.** Samples of materials, specifications, etc. will probably be needed to process the application. Samples may include a window glazing sample or brochure, tile, masonry, roof tile, stucco/color sample, etc... *(To be discussed with City staff)*
9. **Historical Significance Determination.** Additional information about the structure or site may be required if part of the application is the determination of the historical significance of the structure. In that case, a focused historic survey may be required.
10. **A Plan of Use.** A plan for the intended use of the building may be requested which will help determine appropriate improvements such as accessibility, energy efficiency, occupancy, and whether the changes proposed are appropriate.
11. **Structural/Access/Health and Safety Concerns.** Please indicate if you are aware of or concerned about any structural or seismic concerns for the building or other health and safety concerns.
12. **Tax Credits/Financing.** Please indicate if State or Federal historic tax credits have been utilized for the building and when they were received or if the applicant intends to apply for tax credits.