



## **APPLICATION PACKET FOR CERTIFICATE OF APPROPRIATENESS**

What is a Certificate of Appropriateness and when is it necessary?

Certificate of Appropriateness is intended to protect structures, improvements, natural features, and objects of historic significance including but not limited to areas of architectural, cultural, economic, historic, political, and social importance from any alteration, demolition, or removal which would have an adverse effect thereon.

Who may apply for a Certificate of Appropriateness?

A property or structure over 50 years of age; or on or potentially eligible for a local, State or national register shall be presumed to be a potential cultural resource subject to a Certificate of Appropriateness.

Who approves a Certificate of Appropriateness?

Certificates of appropriateness shall be approved, approved with conditions, or denied subject to the following review authorities:

**Administrative Review:** Site modifications that are small in magnitude (e.g., minor fencing, hardscape, landscape, lighting, minor accessory structures, signs, and streetscape improvements) and minor structure modifications that do not involve new construction, additions to existing structures, or demolition of existing structures shall be subject to review and approval or denial by the Director.

**Planning Commission:** Site modifications that do not meet the criteria for administrative review as specified above shall be subject to review and approval or denial by the Commission. The Director may refer an administrative Certificate of Appropriateness review to the Commission, where unique circumstances or policy implications deem it necessary to do so.

An application for a Certificate of Appropriateness shall be filed and shall include the information and materials specified in the application for Certificate of Appropriateness applications, together with the required fee.

It is the responsibility of the applicant to provide evidence in support of the findings required by the following findings and decision. The applicable review authority may approve a Certificate of Appropriateness only after first making all of the following findings:

1. The proposed work will neither adversely affect the significant architectural features of a historic resource nor adversely affect the character of the aesthetic, architectural, or historic interest or value of a historic resource and its site;
2. The proposed project is consistent with the General Plan, any applicable specific plan, and the Zoning Code;

3. The proposed project is consistent with the Secretary of the Interior Standards and requirements of the California Environmental Quality Act (CEQA); and

When approving a Certificate of Appropriateness, the Commission may allow a waiver of development standards for designated cultural resources only as follows and only if first found to contribute to preserving a cultural resource and/or the character of a historic site.

1. Parking. Up to one on-street parking space (defined as 24 unobstructed linear feet of property street frontage) may contribute to meeting parking requirements.
2. Accessory Structures
  - a) A major accessory structure required setback may be reduced by up to two feet, but in no case closer than three feet to the nearest property line.
  - b) The peak of a major accessory structure gable roof may be allowed a height of up to 19 feet for a steep roof (defined as a roof with a rise as great or greater than its run) found necessary to maintain architectural consistency with the design of the site's primary structure.
3. Floor Area. The floor area of a cultural resource may be the amount allowed by the underlying zone's floor area ratio or coverage limit, multiplied by a factor of 1.10.
4. New Construction Projects Incorporating a Cultural Resource
  - a) Setbacks required by the underlying zone for a cultural resource incorporated into a new construction development may be reduced by up to 25 percent.
  - b) Up to one dwelling that is a cultural resource incorporated into a new construction project on a development site 15,000 square feet or greater in size, may be excluded from the density calculation of the underlying zone, and up to 1,000 square feet of its floor area may be excluded from the floor area calculations of the underlying zone district; provided, the site's density and floor area conforms to the General Plan.



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|--------------------------------|-----------------|
| <b>Application Fee</b>         | <b>\$826.00</b> |
| <b>Technology Fee</b>          | <b>\$49.56</b>  |
| <b>Long Range Planning Fee</b> | <b>\$61.95</b>  |
| <b>Total</b>                   | <b>\$937.51</b> |

### APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Legal Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Location:

Street Address: \_\_\_\_\_

Assessor Parcel Number(s): \_\_\_\_\_ Acres/Sq. Ft.: \_\_\_\_\_

Existing General Plan/Zoning: \_\_\_\_\_ Existing Land Use: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Project Description: \_\_\_\_\_

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### Findings of Compliance with Preservation Standards

|    | FINDINGS OF COMPLIANCE WITH PRESERVATION STANDARDS   | YES | NO | N/A |
|----|--|-----|----|-----|
| 1  | Is the property being used as it was historically?   |     |    |     |
| 2  | Does the new use have minimal impact on distinctive materials, features, spaces, and spatial relationship?   |     |    |     |
| 3  | Is the historic character of the property being maintained due to minimal changes of the above listed characteristics?   |     |    |     |
| 4  | Are the design changes creating a false sense of history of historical development, possible from features or elements taken from other historical properties? |     |    |     |
| 5  | Are there elements of the property that were not initially significant but have acquired their own historical significance?                                    |     |    |     |
| 6  | Have the elements referenced in Finding 5 been retained and preserved?   |     |    |     |
| 7  | Have distinctive materials, features, finishes, and construction techniques or examples of fine craftsmanship that characterize the property been preserved?   |     |    |     |
| 8  | Are all deteriorating historic features being repaired per the Secretary of the Interior Standards?  |     |    |     |
| 9  | Are there historic features that have deteriorated and need to be replaced?  |     |    |     |
| 10 | Do the replacement features match in design, color, texture, and, where possible, materials?   |     |    |     |
| 11 | Are any specified chemical or physical treatments being undertaken on historic materials using the gentlest means possible?                                    |     |    |     |
| 12 | Are all archeological resources being protected and preserved in place?  |     |    |     |
| 13 | Do exterior alterations or related new construction preserve historic materials, features, and spatial relationships that are characteristic to the property?  |     |    |     |

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|----|--|--|--|--|
| 14 | Are exterior alterations differentiated from the old, but still compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment? |  |  |  |
| 15 | If any alterations are removed one day in the future, will the forms and integrity of the historic property and environment be preserved?  |  |  |  |

## Findings of Compliance with General Preservation Standards

In reviewing applications for Certificate of Appropriateness the Historic Preservation Commission, Department staff, Board of Appeals and/or Board of Supervisors, and the Planning Commission shall be governed by *The Secretary of the Interior's Standards for the Treatment of Historic Properties* pursuant to Section 1006.6 of the Planning Code. Please respond to each statement completely (Note: Attach continuation sheets, if necessary). Give reasons as to *how* and *why* the project meets the ten Standards rather than merely concluding that it does so. IF A GIVEN REQUIREMENT DOES NOT APPLY TO YOUR PROJECT, EXPLAIN WHY IT DOES NOT.

1. The property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships;

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2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize the property will be avoided;

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3. Each property will 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 elements from other historic properties, will not be undertaken;

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4. Changes to a property that have acquired historic significance in their own right will be retained and preserved;

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5. Distinctive materials, features, finishes, and construction techniques or examples of fine craftsmanship that characterize a property will be preserved;

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6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence;

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7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used;

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8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken;

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9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment;

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10. New additions and adjacent or related new construction will 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 not be impaired;

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**By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she understands that omission of any listed item may cause delay in processing the application. I (we), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.**

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Property owner's signature

\_\_\_\_\_  
Applicant's printed name

\_\_\_\_\_  
Property owner's printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date