



# CITY OF SOUTH PASADENA

## PLANNING & BUILDING DEPARTMENT

1414 Mission Street • South Pasadena, CA • 91030 • (626) 403-7220

### CERTIFICATE OF APPROPRIATENESS – REMOVAL FROM INVENTORY

## REMOVAL FROM THE INVENTORY OF CULTURAL RESOURCES

### APPLICATION FORM

Case No:

- COA

Business License

Current



Office Use Only

**ATTENTION ALL ARCHITECTS, DESIGNERS, AND DESIGN PROFESSIONALS:** Per the South Pasadena Municipal Code Chapter 18, any person who transacts or carries on any business, trade, profession, calling or occupation in the City (regardless of the city in which your office is located), whether or not for profit or livelihood, must first obtain a license from the City. Failure to apply for a business license prior to beginning work may result in late fees. Business license applications are available at the Finance Department. Please note that Planning applications will not be processed until a business license is obtained.

### SECTION A: Project/Applicant Info

#### PROPERTY INFORMATION

Project Address: \_\_\_\_\_

Assessor Parcel No.: \_\_\_\_\_ Property Type: \_\_\_\_\_

Structure(s) to be Delisted: \_\_\_\_\_

Date Main Structure Built: \_\_\_\_\_

Date Appurtenant Structures Built: \_\_\_\_\_

Historic Evaluation Code: \_\_\_\_\_ Historic District: \_\_\_\_\_

#### PROPERTY OWNER INFORMATION

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

Owner's Address: \_\_\_\_\_

Telephone (Business): \_\_\_\_\_ Telephone (Home): \_\_\_\_\_

E-mail: \_\_\_\_\_

#### APPLICANT INFORMATION

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

Applicant's Address: \_\_\_\_\_

Telephone (Business): \_\_\_\_\_ Telephone (Other): \_\_\_\_\_

E-mail: \_\_\_\_\_

## SECTION B: Project Narrative

**PROVIDE A REASON FOR THE PROPOSED DELISTING**

[illegible]

**SECTION C: Fees**

**FILING FEE:<sup>1</sup>**

Certificate of Appropriateness:	<b>\$1,769.00</b> <sup>2</sup>
Public Noticing Fee:	<b>\$336.00</b> <sup>3</sup>
Technology Surcharge fee:	<b>10%</b>

Notes:

- 1. A filing fee is required to process an application for a Certificate of Appropriateness. All fees are subject to change without notice.
- 2. Most projects are exempt from the California Environmental Quality Act (CEQA). However, Planning Staff will review the proposed project to determine if it will have a significant impact on the historic resource or layout of the historic property. Please note that additional CEQA fees may apply if Planning Staff determines that there could be potential impacts to historic resources.
- 3. The Public Noticing Fee does not include the radius map mailing labels. These are to be provided by the applicant at the time of the application submittal.

**SECTION D: Applicant Signature**

**I HEREBY CERTIFY that I am the owner/applicant of the property which is the subject of this application for a Certificate of Appropriateness; that this is full and complete; and I have read and understand the City’s Design Guidelines.**

_____	_____	_____
Owner’s Name (print)	Owner’s Signature	Date

_____	_____	_____
Owner’s Name (print)	Owner’s Signature	Date

_____	_____	_____
Applicant’s Name (print)	Applicant’s Signature	Date

## **SECTION E: Process and Procedures**

An owner of a property listed on the Inventory of Cultural Resources may submit a written application to the Commission requesting removal from the Inventory. The application shall provide evidence and supporting documentation regarding the lack of historic significance of the Cultural Resource, including photographic evidence of its current condition, an evaluation by an Architectural Historian, and such further information as the Commission may require. Written notice of such an application for de-listing and the time and place of a public hearing before the Commission shall be provided to property owners within a three-hundred-foot radius of the subject not less than ten days prior to the hearing.

The Commission shall make a recommendation to the City Council that the Cultural Resource be de-listed from the Inventory. The City Council shall consider the recommendation and may, in its discretion, request further information from the applicant and hold an additional public hearing. The City Council may, by resolution, determine that the Cultural Resource be de-listed from the Inventory.

### **NECESSARY FINDINGS:**

- a) That the Cultural Resource lacks significance as defined under national, state, and local criteria for historical significance; or
- b) That the Cultural Resource has lost its Historic Integrity due to irreversible Alterations.

## **SECTION F: CEQA & Secretary of the Interior's Standards & Design Guidelines**

### **CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA):**

Historical resources are recognized as part of the environment and must be given consideration in the California Environmental Quality Act (CEQA) process. For the purposes of CEQA, a "historical resource" includes any structure that is listed in or determined to be eligible for listing in the California Register of Historical Resources or included in a local Register of historical resources. The Cultural Heritage Commission (CHC) is required by law to consider the environmental impacts prior to making a decision for alterations that are not in keeping with the Secretary of the Interior Standards. Planning Staff will review the proposed project to determine if it could have a significant impact on the historic resource or the surrounding district (if applicable). Please note that the applicant will need to deposit funds to the City to recover the costs necessary for an accredited historian to prepare a study of the potential impacts and the required CEQA documentation.

### **SECRETARY OF THE INTERIOR STANDARDS:**

The Cultural Heritage Commission (CHC) will use the Secretary of the Interior's Standards when evaluating the proposed project. The Standards promote responsible preservation practices that help protect cultural resources. For example, the methods of removing paint and the techniques of preparing paint need to be considered. Special attention is required for the preservation of original windows and glass. Visit the National Park Service website at [www.nps.gov/tps/standards.htm](http://www.nps.gov/tps/standards.htm) for helpful information regarding the Preservation, Rehabilitation, Restoration, and Reconstruction guidelines.

## SECTION G: Application Materials

All of the following materials are required for a complete application:

- a) Written Narrative.** A written narrative that includes an accurate and complete description of the building or structure proposed for removal from the Inventory.
- b) Architectural Historian's Report.** A report prepared by an Architectural Historian evaluating the historic integrity of the subject building or structure and its lack of historic significance.
- c) Photographs.** Photographs of the site and its surroundings to document the existing conditions and provide a complete understanding of the property and its neighborhood context. This includes photographs of the site and adjacent properties for a distance of 300 feet from each end of the principal street frontage, as well as properties opposite and adjacent to the subject site.
- d) Other Documentation.** Documentation as may be required to understand the history of previous construction on the property including but not limited to: a series of site plans illustrating the chronological order of construction of permitted and non-permitted work, the construction or removal of Character Defining Features, or building permits.
- e) Mailing Labels and Spreadsheet.** All projects reviewed by the Cultural Heritage Commission (CHC) require a 10-day public notification that will be conducted by the Planning Division. The applicant shall provide mailing labels upon submittal of application. The City strongly recommends that applicants utilize a mapping company to prepare the mailing labels; a list of mapping companies is available from the Planning Division for informational purposes only (The City does not recommend or endorse any of these companies). Please provide the following:
  - One (1) set of adhesive address labels on an 8-1/2"x11" sheet
  - One (1) photocopy of the labels.
  - The mailing labels must list both the property owners and occupants (if not owner-occupied) of every parcel which falls within a 300' radius (100' for signs) of the project site (as measured from the corners of the subject parcel).
    - i. *Note: Labels for occupants do not need to include the occupant's name because this information is usually not available; these can simply state "Occupant" and address. If possible, the labels should be cross-referenced to the radius map (by numbering each parcel or listing the Assessor's Parcel Number on each label.*
  - A radius map with identifies all parcels falling within a 300' radius (100' for signs) of the project site.
  - One compact disk (CD) that contains an electronic spreadsheet on Microsoft Excel listing the following information in separate columns: a) Property Owner, b) Occupant, c) Property Owner Address, d) Occupant Address – including Unit Number. Planning Staff will use the spreadsheet to perform a mail merge with Microsoft Word.
  - A notarized declaration (provided by Planning) from the company/individual that prepared the mailing labels stating the source of the property information, and how recently this was updated.