

the costs necessary for an accredited architectural historian to prepare a study of the potential impacts and the required CEQA documentation.

Filing Fee: A filing fee is required to process an application for a Certificate of Appropriateness. All fees are subject to change without notice. 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 a historic property. Please note that additional CEQA fees may apply if Planning Staff determines that there could be potential impacts to historic resources. See current fee schedule for the following:

Certificate of Appropriateness:	\$800.00 (Additional Environmental Review Fees may apply)
Public Noticing Fee:	\$220.00 (This fee does not include mailing labels; these are provided by the applicant.)

SECTION B: SECRETARY OF INTERIOR'S STANDARDS & DESIGN GUIDELINES

The Cultural Heritage Commission will use the Secretary of the Interior's Standards when evaluating the proposed project. The Standards promote responsible preservation practices that help protect cultural resources¹. 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/hps/tps/standguide/ for helpful information regarding the Preservation, Rehabilitation, Restoration, and Reconstruction guidelines.

The City Council approved Resolutions 6979 and 6980 on April 23, 2008, which adopted the citywide residential design guidelines. The Design Guidelines communicate the City's expectations of high quality design. The Cultural Heritage Commission will use them in addition to the Secretary of Interior's Standards as a basis for its decision on the proposed project. The guidelines may be found online at <http://www.ci.south-pasadena.ca.us/planning/design.html>. Historic resources located within the Mission Street Specific Plan area are subject to the guidelines contained therein. This plan is not available online.

Please check the box that best describes your project:

- Alteration, or Addition to Craftsman/Bungalow (See Residential Guidelines, page 10)
- Alteration, or Addition to Mission & Spanish Colonial Revival (See Residential Guidelines, page 12)
- Alteration, or Addition to Turn of the Century Architecture (See Residential Guidelines, page 14)
- Alteration, or Addition to American Colonial Revival (See Residential Guidelines, page 16)
- Alteration, or Addition to a Tudor and English Inspired Architecture (See Residential Guidelines, page 18)
- Alteration, or Addition to French Inspired Architecture (See Residential Guidelines, page 20)
- Alteration, or Addition to Monterey Revival Style Architecture (See Residential Guidelines, page 22)
- Alteration, or Addition to any other architectural style of Historic Structure (See Residential Guidelines, page 7)
- Commercial or Residential Building in the Mission Street Specific Plan (See Mission Street Specific Plan, pages. 49-82)

SECTION C: ANALYSIS of DESIGN GUIDELINES

Use the City's design guidelines to address the architectural style and design issues listed below, as it pertains to the proposed project. Each design issue must be addressed before this application can be deemed complete. If not applicable, write in N/A for a response, or explain why the design guidelines are not appropriate for the proposed project. Attach additional sheets if necessary.

Historical Residential Styles of Architecture

1. Describe how the proposed project meets the design guidelines for **Craftsman/Bungalow** architecture (See Residential Guidelines, page 10).

¹ A building is considered "historic" or a Cultural Resource if it is listed on the City of South Pasadena's Inventory of Historic Resources

2. Describe how the proposed project meets the design guidelines for **Mission & Spanish Colonial Revival** architecture (See Residential Guidelines, page 12)

3. Describe how the proposed project meets the design guidelines for **Turn of the Century Architecture** (See Residential Guidelines, page 14)

4. Describe how the proposed project meets the design guidelines for **American Colonial Revival** (See Residential Guidelines, page 16).

5. Describe how the proposed project meets the design guidelines for **Tudor and English Inspired** Architecture (See Residential Guidelines, page 18).

6. Describe how the proposed project meets the design guidelines for **French Inspired** Architecture (See Residential Guidelines, page 20).

7. Describe how the proposed project meets the design guidelines for **Monterey Revival Style** Architecture (See Residential Guidelines, page 22)

Alterations to Primary Facades of Historic Residential Buildings

1. Describe how the proposed project meets the design guidelines related to roof materials, form, and shape (See Residential Design Guidelines, pages 26 to 27).

2. Describe how the proposed project meets the design guidelines related to porches and balconies (See Residential Design Guidelines, page 28).

3. Describe how the proposed project meets the design guidelines regarding architectural details windows, doors, and façade treatments (See Residential Design Guidelines, pages 29 to 31).

4. Describe how the proposed project meets the design guidelines regarding streetscape and site design (See Residential Design Guidelines, pages 30 to 31).

Commercial or Residential Building in the Mission Street Specific Plan

1. Describe how the proposed project meets the design guidelines for Historic Buildings. (See Mission Street Specific Plan, pages 64 to 81).

2. Describe how the proposed project meets the design guidelines for Seismic Reinforcement of Unreinforced masonry buildings. (See Mission Street Specific Plan, pages 82).

SECTION D: ADDITIONAL MATERIALS

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

- **Application Form.** Must be signed by the property owner and the applicant (if the applicant is not the property owner)
- **Written Narrative.** Describe the proposed project in detail. Include the extent of the work, architectural style and exterior materials that will be used.
- **Mailing labels & Spreadsheet:** All projects reviewed by the Cultural Heritage Commission (CHC) require public notification (the Planning department will mail notices prior to the CHC meeting). Mailing labels are required for this. The City strongly recommends that applicants utilize a mapping company to prepare the labels. A list of mapping companies is available from the Planning department; this is provided for informational purposes only: the City does not recommend or endorse any of these companies. Please provide:

One (1) set of address labels (on an 8-1/2" x 11" sheet of adhesive labels) and one (1) photocopy of the labels. The 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). 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, 3333 XYZ Street..." 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, which 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 (the Planning department will provide this) from the company/individual that prepared the mailing labels stating the source of the property information how recently this was updated.

- **Photographs.** One set of (approx) 4"x 6" color photographs showing all existing elevations of the subject property and front elevations of neighboring properties. The photographs should show all street views on both sides of the subject property to adequately portray the appearance of the immediate neighborhood. Photos should be printed on 8 1/2" x 11" sheets (two per page is a good size), and must be labeled with street addresses and referenced to a photo key (a reduced site map). Photo keys do not need to be drawn to scale, but must indicate approximate locations of where the photos were taken and the direction of each shot. Photo keys must also have a north arrow and the subject property address.
- **Plans:** One (1) full set of plans is required at the time the application is submitted. Upon determining the completeness of the application, Staff will notify the applicant, and he/she will be required to submit seven (7) full sets of plans to the Planning Department. All site plans must be drawn at a minimum scale of 1/8" and elevations at 1/4". Submitted plans must be folded accordion style to a size of 8 1/2" x 11" or less with the title block showing. The plans shall include, and may not be limited to the following: site plan, demolition plan, elevations, roof plan, window and door schedule, and building sections. **A detailed checklist of specific requirements is available for the project architect/project designer's use.**
 1. *Site plan:* site plan must include the site address, a north arrow and scale, and the names of the property owner and architect/designer; streets must be labeled; must show the location of the driveway, number of parking spaces (existing and proposed), existing trees, site features and the extent of the proposed work clearly indicated; all property lines and dimensions must also be indicated; show location of all existing and proposed structures and footprint of neighboring buildings abutting the subject site. Include a table indicating lot size, square footage, and lot coverage and floor area ratio of existing and proposed structures.
 2. *Alteration/demolition plans:* alteration plan must identify the existing condition of the building and extent of the proposed work. Clearly indicate what, if anything is to be demolished, such as removal of walls, windows, doors,

etc.

3. *Elevation plans*: provide elevations of the existing structure with exterior materials labeled, and elevations of the structure after alteration (each side's elevation, existing and proposed, are to be on the same sheet), with the proposed materials labeled for all affected elevations; indicate height, and provide shadow lines to show depth and recession from the wall face. *If the project includes a second story addition, provide sight lines at a five foot eye level perspective from the front property line and sight lines at a five foot eye level perspective from directly across the street. Also provide a comparative front elevation drawing showing the adjacent properties.*
4. *Roof plan*: show the direction and pitch of the roof planes on the structure (existing and proposed)
5. *Window and door schedule*: label the elevations with the type, size, and material of windows and doors to be used. Provide a window/door color brochure clearly indicating the proposed windows and exterior doors.
6. *Building sections (2-story additions)*: show accurate longitudinal sections taken perpendicular to the front property line. Sections shall include floor to ceiling dimensions.

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 application is full and complete, and I have read and understand the City's Design Guidelines.

Owner's Signature: _____ Date: _____
(Signature is required for all applications)

Applicant's Signature: _____ Date: _____
(Signature is required for all applications)