

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 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/hps/tps/standguide/ for helpful information regarding the Preservation, Rehabilitation, Restoration, and Reconstruction guidelines.

SECTION C: REQUIRED INFORMATION FOR DEMOLITION

No building or structure which is listed on the cultural heritage inventory shall be demolished, removed, relocated or altered without first obtaining a Certificate of Appropriateness (C of A). The Cultural Heritage Commission will determine whether a building or structure, or any portion thereof, shall be permitted to be demolished, removed, relocated or altered based on the following criteria:

1. Whether the building, structure, improvement or natural feature would reasonably meet national, state or local criteria for designation as a landmark or as part of a historic district.
2. Whether denial of the certificate would result in economic hardship in accordance with subsection (a)(2)(C) of this section.

In order to determine whether denial of the C of A would result in an economic hardship, the following information must be submitted with this application.

- The past and current use of the property;
- The original purchase price;
- The current assessed value of the property;
- The estimated market value of the property:
 - in its current condition,
 - after completion of the proposed construction, alteration, demolition or removal,
 - after any changes recommended by the commission, and
 - in the case of demolition, after renovation of the existing property for continued use (if by appraisal, such appraisal shall not be older than six months from the date of submission to the commission);
- The current outstanding mortgage debt encumbering the property identifying principal balance and interest rate;
- The immediate past three-year history of income and expenses, if income-producing property;
- Form of ownership or operation of the property, whether sole proprietorship, for profit or not-for-profit corporation, limited partnership, joint venture or other;
- An estimate of the cost of the proposed construction, alteration, demolition or removal and an estimate of any additional cost that would be incurred to comply with the recommendations of the commission;
- A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation;

- In the case of proposed demolition, an estimate from an architect, developer, real estate consultant, appraiser or other real estate professional experienced in rehabilitation, as to the economic feasibility of rehabilitation or reuse of the existing structure on the property;

The commission may solicit expert testimony or require other information of the applicant or principal investors in the property, considered necessary by the commission to determine if there is a reasonable return to the owner.

SECTION D: ADDITIONAL MATERIALS

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

- **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.
- **Environmental Assessment:** Complete the Environmental Information Form (Attached as Appendix H). This will be used to determine whether there may be significant effects that will require further study and analysis.

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)