



Historic Application

Project Information

Building Information: (If Applicable)

Existing Main Structure: _____ sq. ft. Proposed Main Structure: _____ sq. ft.
 Existing Accessory Structure(s): _____ sq. ft. Proposed Accessory Structure(s): _____ sq. ft.
 No. of Stories: _____ No. of Stories: _____

Property Calculations:

Lot Coverage: _____ sq. ft. _____ % Lot Size: _____ sq. ft. _____
 Landscaping: _____ sq. ft. _____ % Pervious Surfaces: _____ sq. ft. _____ %

Project Description: (attach additional sheets if necessary)

Certificate of Appropriateness Information

Proposed Alterations: (attach additional sheets if necessary)

Provide a detailed written description of the existing features that are proposed to be altered, and describe how they are to be altered:

Please answer the following questions. (Be as specific as possible, attach additional sheets if necessary)

1. Explain why the proposed alteration is necessary



Historic Application

2. Explain why the alteration cannot be avoided by repairing the existing feature(s)

3. Explain how the alteration keeps the character of the historic property and the feature(s) to be altered

Historic Information

Present Use: _____

Original Use _____

Architectural Style: _____

Construction Date: _____ Estimated _____ Factual _____

Source of Information: Assessor's Records Building Permit Sanborn Maps

Other: _____

Condition: Excellent Good Fair Deteriorated

Note: Deteriorated condition does not disqualify a property from being historic

Alterations: _____

Note: Use a separate sheet if necessary

Architectural Description: Attach Sheet(s) (For Historic Designations and Determinations of Historic Significance)

Statement of Significance: Attach Sheet(s) (For Historic Designations and Determinations of Historic Significance)

For Information regarding Architectural Descriptions and Statements of Significance, please refer to the **Guide to Designating your Property**, which is available at the Planning Division website.





Historic Application Submittal Checklist

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal. This checklist does not determine a project complete for purposes of the Permit Streamlining Act.

Note: Public hearing information prepared in accordance with the *Public Notice Requirements* will be required to be submitted prior to noticing for the public hearing.

Designation / Determination of Significance

- Completed *Planning Application*.
- Completed *Historic Application*.
- Applicable Filing Fees.
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
- Architectural Description for each property, include character-defining features. *Preserving Pomona: Pomona's Guide to Historic Preservation has architectural style and character-defining feature information in Chapter 2: Pomona's Historic Architecture. It is available on the City's web site.*
- Statement of Significance showing why the property is or is not historic and how it meets or does not meet the following designation criteria.

Single Property Designation

Architecture / Physical Features

1. It embodies distinctive characteristics of a style, type, period, or method of

construction, or is a valuable example of the use of indigenous materials or craftsmanship (Criterion 3 in previous ordinance);

2. It is the work of a notable builder, designer, landscape designer or architect (Criterion 5 in previous ordinance);
3. It embodies elements of architectural design, detail, materials, or craftsmanship that represent a significant structural or architectural achievement or innovation (Criterion 7 in previous ordinance);
4. It is similar to other distinctive properties, sites, areas, or objects based on an historic, cultural, or architectural motif (Criterion 8 in previous ordinance);
5. It has a unique location or singular physical characteristics or is a view or vista representing an established and familiar visual feature of a neighborhood, community, or the city of Pomona (Criterion 6 in previous ordinance);
6. It reflects significant geographical patterns, including those associated with different eras of settlement and growth,



Historic Application

particular transportation modes, or distinctive examples of park or community planning (Criterion 9 in previous ordinance);

7. It is one of the few remaining examples in the city of Pomona, region, state, or nation possessing distinguishing characteristics of an architectural or historical type or specimen (Criterion 10 in previous ordinance).

Person(s) and Events Important in Our History

8. It is identified with persons or events significant in local, state, or national history (Criterion 2 in previous ordinance);
9. It exemplifies or reflects special elements of the city of Pomona's cultural, social, economic, political, aesthetic, engineering, architectural, or natural history (Criterion 1 in previous ordinance);

Archaeology

10. Has yielded, or has the potential to yield, information important to the prehistory or history of the local area, California or the nation.

Multiple Property Designation

1. It is a contiguous area possessing a concentration of eligible historic resources or thematically related grouping of structures which contribute to each other and are unified by plan, style, or physical development; and (b) embodies the distinctive characteristics of a type, period, region, or method of construction; represents the work of a master; or possesses high artistic values (Criterion 4 in previous ordinance);

2. It reflects significant geographical patterns, including those associated with different eras of settlement and growth, particular transportation modes, or distinctive examples of a park landscape, site design, or community planning (Criterion 9 in previous ordinance); and

3. Meets at least one of the following:

Architecture / Physical Features

1. It embodies distinctive characteristics of a style, type, period, or method of construction, or is a valuable example of the use of indigenous materials or craftsmanship (Criterion 3 in previous ordinance);
2. It is the work of a notable builder, designer, landscape designer or architect (Criterion 5 in previous ordinance);
3. It embodies elements of architectural design, detail, materials, or craftsmanship that represent a significant structural or architectural achievement or innovation (Criterion 7 in previous ordinance);
4. It is similar to other distinctive properties, sites, areas, or objects based on an historic, cultural, or architectural motif (Criterion 8 in previous ordinance);

Person(s) and Events Important in Our History

1. It is identified with persons or events significant in local, state, or national history (Criterion 2 in previous ordinance);
2. It exemplifies or reflects special elements of the city of Pomona's

Historic Application

cultural, social, economic, political, aesthetic, engineering, architectural, or natural history (Criterion 1 in previous ordinance);

Certificate of Appropriateness

- Completed *Planning Application*.
 - Completed *Historic Application*.
 - Applicable Filing Fees.
 - Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
 - For Window Replacement** please complete the Window Assessment Form for each window.
 - For Window Replacement** information, from a licensed contractor or other professional, showing that the windows cannot be repaired.
- Guide to Windows on Historic Buildings**
The City of Pomona has created a Guide to windows on historic buildings. It contains the requirements, process, replacement requirements, how to repair your windows, and energy efficiency measure you should take prior to replacing your windows. The City recommends reviewing the guide prior to submitting your application to the Planning Division. The Guide is available on the City's website.
- For Additions and New Construction** One (1) complete set of plans prepared in accordance with the Minimum Plan Contents Checklist. Each set shall be stapled together

as a single package and folded to 8½" x 11". Plans shall include the following:

- Site Plan (Existing and Proposed) with Form Calculations
 - Floor Plan(s) (Existing and Proposed)
 - Roof Plans (Existing and Proposed)
 - Elevations (All Sides, Existing and Proposed) with Frontage Calculations
 - Landscape Plan (if applicable)
 - Demolition Plan (if applicable)
 - Photometric Plan (if applicable)
- One (1) complete set of required plans reduced to 11" x 17".
 - One (1) complete set of required plans in a digital format (PDF).
 - One (1) set of colored plans, to include illustrative site plan, building elevations, and landscape plan (if applicable); and any necessary cross-sections reduced to 11" x 17".
 - One (1) color and materials samples mounted on an 8½"X11" board. *(if applicable)*
 - Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
 - Any other plans or information that the Development Services Director deems necessary to facilitate processing of the application.

Certificate of Economic Hardship

- Cost Estimates. Cost estimates of the proposed construction, alteration,



Historic Application

demolition, or removal, and an estimate of the additional cost(s) that would be incurred to comply with the recommendations of the Commission for issuance of a Certificate of Appropriateness.

Rehabilitation Report. A report from a licensed engineer or architect with expertise in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation.

Market Value Information.

- Estimated market value of the property in its current condition; estimated market value after completion of the proposed construction, alteration, demolition, or removal; after any change recommended by the Commission; and in the case of a proposed demolition, after renovation of the existing property for continued use.
- In the case of a proposed demolition, an estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experiences in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property and its market value for continued use after rehabilitation.
- For income-producing properties, information on annual gross income, operating and maintenance expenses, depreciation deductions and annual cash flow after debt service, current property value appraisals, assessed property valuations, real estate taxes, and any other information considered necessary by the Commission to determine whether substantial evidence of economic hardship exists.
- Remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two years.

- All appraisals obtained within the previous two years by the owner or applicant in connection with the purchase, financing, or ownership of the property.
- Amount paid for the property, if purchased within the previous thirty-six (36) months, the date of purchase, and the party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased, and any terms of financing between the seller and buyer; any listing of the property for sale or rent, price asked, and offers received, if any, within the previous two (2) years.

Certificate of Deconstruction

- Completed *Planning Application*.
- Completed *Historic Application*.
- Completed *Historic Application*.
- Applicable Filing Fees.
- One (1) complete set of plans prepared in accordance with the Minimum Plan Contents Checklist. Each set shall be stapled together as a single package and folded to 8½" x 11". Plans shall include the following:
 - Site Plan (Existing and Proposed) with Form Calculations
 - Floor Plan(s) (Existing and Proposed)
 - Roof Plans (Existing and Proposed)
 - Elevations (All Sides, Existing and Proposed) with Frontage Calculations
 - Landscape Plan (if applicable)
 - Demolition Plan (if applicable)
 - Photometric Plan (if applicable)

Historic Application

- One (1) complete set of required plans reduced to 11" x 17".
- One (1) complete set of required plans in a digital format (PDF).
- One (1) set of colored plans, to include illustrative site plan, building elevations, and landscape plan (if applicable); and any necessary cross-sections reduced to 11" x 17".
- One (1) color and materials samples mounted on an 8½"X11" board. *(if applicable)*
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
- Pictures of the Interior of the structure(s). Pictures should capture any historic features in the structure including doors, moldings, built-in cabinetry, etc. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
- Written description showing why the existing historic structure cannot be incorporated into the new project
- Any other plans or information that the Development Services Director deems necessary to facilitate processing of the application.

For Your Information mitigation, as part of the EIR for the loss of the historic structure could include, but is not limited, to the following:

- Documentation of the historic resource to HABS/HAER/HALS Standards, which may include the photo documentation and measured drawings.
- Salvaging of materials
- Mitigation Fee.

PUBLIC NOTICE REQUIREMENTS

The materials and information listed below must be submitted with applications requiring a public hearing or public notification:

- Property Ownership List: A mailing list containing the names, addresses, and assessor's parcel number of all owners of real property within a radius of four hundred feet (400') of the site, measured from the exterior boundaries of the property. This information shall be obtained from the latest equalized assessment rolls of Los Angeles County (*property ownership information may be obtained from Los Angeles County Assessor's Office 1190 Durfee Avenue, South El Monte, CA 91733, phone: (626-258-6001)*). Include the name and address of the property owner, applicant, and any applicant representative in the mailing list.
- Occupant List: A mailing list containing the mailing address keyed on the radius map indicating the key (to match the map), and the word "occupant". There may be more than one mailing address for properties with multiple commercial and/or residential tenant units so some labels may share a key.
- Mailing Envelopes: One set of stamped business-size envelopes, with the name and address of each person on the Property Owner mailing list and the Occupant mailing list. The return address shall read: "City of

Pomona, Planning Division, 505 South Garey Avenue, Pomona, CA 91766".

- Radius Map: A map illustrating the four hundred foot (400') radius boundary and all parcels within the boundary (copies of the assessor's maps will be accepted).

Note: Properties with the Pomona Corridor Specific Plan may require noticing within one thousand (1,000) foot of the subject property. Your project planner will inform you if this requirement applies.

