

NOTICE
New Procedures for
Cultural Heritage Commission Demolition Applications

Please note that demolition requests for structures on the Historic Resources Survey Inventory of Addresses requires California Environmental Quality Act (CEQA) review. All applicants must submit an initial survey, black and white photographs of the site, and the appropriate filing fee. Please be advised that the CEQA process and the application for demolition is a minimum two month process from the time a complete application is submitted to this department.

**CULTURAL HERITAGE COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
(DEMOLITION)**

NAME OF OWNER(S): _____

SUBJECT PROPERTY ADDRESS: _____

YEAR STRUCTURE BUILT: _____

MAILING ADDRESS (If different from the property which is the subject of this application):

TELEPHONE NUMBER: _____

FAX NUMBER: _____

PLEASE READ THIS FORM CAREFULLY

This application must be completed and accurate. An application that does not contain all of the requested information may be deemed incomplete and may be delayed in processing.

FOR ALL PROJECTS: In order for the Cultural Heritage Commission to review your application, provide seven (7) sets for the following items (unless otherwise noted):

1. Narrative of proposed project: please describe in a narrative the proposed project, its architectural style and the extent of the work to be performed (including the extent of demolition and/or addition) and the types of materials to be used on the exterior (e.g., siding, roofing and windows). If existing trees are to be removed, please state the type of tree and radius of the tree in inches. The description of the proposed project must be complete and accurate. Please provide as much information on the structure if the original date of construction is unknown.

2. Plans: seven (7) sets of the following plans are required to be submitted. All plans must be drawn at a minimum scale of 1/8".

**PLEASE ATTACH ELEVATION PLANS ON TOP OF THE SITE PLAN, FLOOR, ROOF,
DEMOLITION PLANS, ETC.**

- a. Site plan: site plan must included the site address, a north arrow and scale, and the names of the property owner and architect/designer; streets must be labeled; must show location of driveway, 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.

- b. Alteration/demolition plan: alteration plan must show the existing condition and extent of the proposed work. Clearly indicate what, if anything, is to be demolished, such as removal of walls, windows, doors, etc.
- c. Elevation plan: provide elevations of the **existing** structure with exterior materials labeled, **and** elevations of the structure **after alteration**, with the proposed materials labeled for all affected elevations; indicate height, location of all signage, including sign type, height, dimensions, copy and color.
- d. Roof plan: show the direction of the roof pitches on the structure (existing and proposed).

3. Window and door schedule: place label on the elevations the type, size, and material of windows and doors to be used.

4. Photographs: one set of black and white, or color photographs (4" x 6") showing the existing structure from all sides. Photos need to be mounted on presentation boards, labeled with street addresses and referenced to a site map (site map does not need to be drawn to scale, but should accurately represent location photos were taken from and the direction of photo).

5. Mailing labels: two (2) sets of typed mailing labels must be provided for the: 1) owner/applicant of the subject property, 2) both the legal owner and occupant of the properties within a 100 or 300 foot radius (whichever your project may require), pursuant to SPMC §2.73(A)(15). See attached information.

MONTHLY DEADLINE: the application must be received by the Community Development Department on the last Thursday in the month. **All demolition applications require a minimum two month staff review for preparation of documents in compliance with California Environmental Quality Act (CEQA).** Your application will be scheduled for the next available Cultural Heritage Commission once all environmental review is complete.

I certify that I am the owner of the property which is the subject of this application for a Certificate of Appropriateness and that this application is full and complete.

Dated: _____

Dated: _____