Information Packet & Submittal Checklist for

CERTIFICATE OF APPROPRIATENESS

A Certificate of Appropriateness is required for projects that may affect the significance of a historic resource outside of the Central District. The Historic Preservation Commission (HPC) or the Planning Director (staff) conducts these reviews. To know if a Certificate of Appropriateness is required, you will need to know the **type of historic resource** that will be affected as well as the **type of project** (discussed below). The chart at the top of page three may help you find the applicable review authority for your project. If your project requires an application for a Certificate of Appropriateness, the submittal checklist begins on page three. The HPC or staff reviews applications for compliance with the City's adopted guidelines for the preservation of historic resources (links on bottom of page three).

Type of Historic Resource:

Historic resources that are protected under the City's Historic Preservation Ordinance (PMC Section 17.62.090) include properties that are **formally designated** as a historic monument or landmark or are listed individually in the National Register of Historic Places; contributing properties to a designated landmark district or historic district listed in the National Register; or properties **determined eligible** for historic designation in a historic resources survey, or by the Director of the Planning and Development Department (or in some cases the National Park Service or the State of California Historical Resources Commission). It is usually necessary to consult with Design & Historic Preservation staff to determine if a property has been designated or if it has been determined eligible for designation; however, the following web links are available to members of the public to find this information about their property:

- Database of designated and recently surveyed properties
- List of all designated properties
  - Historic resources surveys: Basic information on surveys; Four surveys
- Map of designated landmark & historic districts

Type of Project:

Major or minor projects, as defined below, affecting a historic resource may require a Certificate of Appropriateness. IMPORTANT: If the property is in the Bungalow Heaven, Garfield Heights, or Banbury Oaks Landmark Districts, please refer to the Conservation Plan for the district to determine the types of projects that require a Certificate of Appropriateness.

A **major project** is defined in the Pasadena Municipal Code as:

1. Any demolition or relocation of a historic resource, or removal of a character-defining feature of a historic resource. This includes character-defining interior or exterior fixtures designed by the firm of Greene and Greene and interior character-defining features of designated historic monuments, as specified in the designation report.
2. Any undertaking that significantly alters or changes the street-facing or primary elevation of a historic resource, including changes to two or more design features of windows (such as framing materials, muntin patterning, operation type or trim/sill conditions), changes to doors or changes to the sizes of window or door openings, the application of new exterior wall cladding or coating which changes the appearance, design, or texture of a property, and the addition of dormers and other architectural features.
3. Any addition of square footage to a primary building elevation.
4. Construction of a new primary structure in a designated or eligible landmark or historic district.
5. Demolition of a non-contributing resource in a designated landmark or historic district.
6. Construction of a new house or addition greater than 500 square feet on a non-contributing property in a designated landmark or historic district that results in the total square footage of the house exceeding 35% above the median house size of all properties within a 500-foot radius of the subject property, calculated as outlined in Section 17.22.050.E and also excluding properties outside of the landmark or historic district boundaries.

7. Any addition of a height greater than that of the existing building, if the addition is visible from the street.
8. Substantial removal (i.e., generally more than 50%) or replacement of exterior cladding on a street-facing (including corner side) or primary elevation.
9. Construction of an accessory structure in front of the primary structure.
10. Any undertaking determined major by the Director.

A **minor project** is defined in the Pasadena Municipal Code as:

1. Any demolition or removal of non-character-defining exterior features of a historic resource, including additions, windows, doors, and exterior siding material that is non-original or otherwise lacking in historic integrity.
2. Any undertaking requiring a permit that does not change substantially the exterior character-defining features of a historic resource, including re-roofing in a different material that replicates the existing or original roofing, in-kind replacement of deteriorated exterior features, like-for-like replacement windows and doors, or changing one window design feature (such as framing materials, muntin patterning, operation type or trim/sill conditions), and additions on secondary elevations that are not in the same building plane as the primary elevation.
3. Any undertaking to the environmental setting of an individually designated historic resource if the environmental setting is significant to the historic resource and has been defined as significant in the designation report for the historic resource or subsequently determined to be significant by evaluation.
4. In designated districts, demolition and alteration of garages and other accessory structures built within the period of significance on both contributing and noncontributing properties and new construction of such structures on any designated historic property (districts and individual properties).
5. Any undertaking not requiring a permit that materially alters character-defining features of a historic resource or that may have an adverse effect on the significance of a historic resource, including resurfacing exterior finishes (e.g., plaster cement in a radically different texture), or cleaning or painting of masonry.
6. Substantial alterations to non-contributing buildings. For non-contributing buildings that could be rehabilitated to become contributing based on physical, documentary or pictorial evidence, on studying a similar building designed by the same builder or architect, minor alterations including, but not limited to, one-story rear additions, replacement windows and doors, replacement garage doors, new siding or wall cladding or new dormers are considered minor projects. For non-contributing buildings built outside the period of significance or for which no physical, documentary or pictorial evidence of the original design exists or can be reasonably found through research or investigation, or for which no similar building designed by the same builder or architect is found, these types of minor projects are exempt from review.
7. New fences, walls, retaining walls and driveway gates in a historic or landmark district (including those on non-contributing properties).
8. Work not meeting the definitions above that is required as part of an executed Historic Property Contract, as determined by the Director.
9. Any undertaking determined minor by the Director.

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CATEGORIES OF REVIEW:

The Zoning Code establishes two categories of review for historic resources and indicates whether proposed alterations or demolitions of these resources will be reviewed by the Historic Preservation Commission (HPC) or by staff.

Category of Review	Type of Historic Resources in Category	Review Authority
Category 1 Review	All designated historic resources and districts (local, state and national).	Demolitions and major projects reviewed by HPC. Minor projects reviewed by staff.
Category 2 Review	All historic resources that are eligible for a historic designation (through survey, evaluation by staff, etc.).	Demolitions reviewed by HPC. Major projects reviewed by staff. Minor projects not reviewed.

MINIMUM SUBMITTAL REQUIREMENTS:

This checklist should be reviewed together with a planner at the Permit Center and must be submitted with the complete application. ***Incomplete applications will not be accepted. Listed below are the minimum submittal requirements for a Certificate of Appropriateness and may vary depending on the scope of the project:***

☐ **ELECTRONIC SUBMITTAL**
All required submittals listed below shall be provided in electronic format via flash drive, email or file transfer to dhpquestions@cityofpasadena.net.

☐ **PLANNING DIVISION MASTER APPLICATION FORM**
Please complete all information on the application form. If existing trees may be affected by the proposed project, complete a Tree Inventory Form and identify tree locations on the existing and proposed site plans. If any trees protected by the Tree Protection Ordinance are proposed to be removed, an application for Private Tree Removal is required to be submitted in conjunction with the Certificate of Appropriateness application (including additional application fees).

☐ **APPLICATION FEE**
Application fees are required for undesignated historic properties. See the adopted fee schedule (viewable at https://www.cityofpasadena.net/finance/general-fund/fees-tax-schedules/) or consult with Design & Historic Preservation staff to determine the amount of the application fee.

☐ **PROJECT NARRATIVE**
The applicant must provide a written narrative that thoroughly describes the proposed project and how it meets the following required findings for approval of a Certificate of Appropriateness:

1) If a project is a demolition or relocation, including demolition in a historic or landmark district, the project will not cause a significant adverse effect as defined in the State CEQA guidelines; or
2) If a project is an alteration or new construction, the project complies with the Secretary's Standards or adopted guidelines based on the Secretary's Standards.

If the project proposes demolition of a historic resource (excluding non-contributing structures but including accessory structures such as detached garages), provide a narrative and documentation to support one or more of the additional findings below:

1) The building has experienced severe structural damage and there is substantial evidence to support this conclusion from at least two sources (e.g., structural engineer, architect); or

2) No economically reasonable, practical, or viable measures could be taken to adaptively use, rehabilitate, or restore the building or structure on its existing site—and there is substantial evidence to support this conclusion from at least two sources (e.g., structural engineer, architect); or

3) A compelling public interest justifies demolition.

☐ **PHOTOGRAPHS**
Digital color photographs on a flash drive or submitted via email or file transfer are required. Photographs must identify the site address and include a photo key plan depicting camera location and direction of view. Please include clear overall views of the existing building(s) on the property, close-up views of any specific elements under consideration (i.e., windows or doors if proposed to be modified), and views of surrounding properties. Relocation projects should include photos of the proposed new site and the properties surrounding the new site.

☐ **CERTIFICATE OF APPROPRIATENESS DRAWINGS PACKAGE**
Most applications will require architectural drawings to be submitted with the application; however, applicants may wish to consult with Design & Historic Preservation staff to determine whether drawings will be required for the proposed project. The Certificate of Appropriateness Drawings Package shall include all required drawings to document and describe the existing conditions and proposed project. Drawings shall be drawn to scale and shall include the preparer's contact information, a north arrow, date prepared, the scale, a vicinity map and a legend identifying symbols and abbreviations.

☐ Existing Site Plan including the following information and clearly indicating any structures, building walls or existing site features proposed to be removed:

1) Property lines and adjoining sidewalks and streets
2) Existing structures - location, outside dimensions and use of all existing buildings and structures including building features such as elevated porches and outside stairs.
3) Existing trees and landscaped areas
4) Existing paved areas
5) Existing fences, walls or retaining walls
6) For projects that include demolition of exterior perimeter walls of a building, provide calculations of the percentage of existing perimeter walls to be removed.

☐ Proposed Site Plan including the following information:

1) All information listed on the Existing Site Plan that is proposed to remain.
2) For new structures or additions, clearly indicate location, outside dimensions and use of proposed new construction.
3) For new fences, walls and gates, clearly indicate the locations of the proposed new features, including any setbacks from property lines.

☐ Existing Floor Plan for each floor of buildings proposed to be affected by the project, including the following information and clearly indicating any walls, windows, doors or other building elements proposed to be removed or altered:

1) Exterior and interior walls of the affected structure
2) Attached exterior features such as porches or stairs
3) Locations and sizes of all window and door openings.

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☐ Proposed Floor Plans for each floor of buildings proposed to be affected by the project, including the following information:

1) All information listed on the Existing Floor Plan that is proposed to remain.
2) Clearly indicate all proposed new walls as well as window and door openings, numbered to correspond to the required schedule described below

☐ Existing Roof Plan for buildings proposed to be affected by the project, including the following information and clearly indicating any areas or features of the roof proposed to be removed or altered:

1) Ridges and valleys of the existing roof
2) Direction and pitch of roof slopes
3) Existing eaves, including any exposed rafters, beams, brackets fasciae, gutters and other features of the roof

☐ Proposed Roof Plan for buildings proposed to be affected by the project, including the following information:

1) All information listed on the Existing Roof Plan that is proposed to remain.
2) Clearly indicate new roof areas and new roof features

☐ Existing Building Elevations for building facades proposed to be affected by the project, including the following information and clearly indicating any features proposed to be removed or altered:

1) Accurate depiction of affected facades including roof form, eaves or parapets, building walls, window and door openings and detailing, foundations and all architectural features including porches, stairs and other architectural details on the façade.
2) Depict and call out all existing exterior façade materials
3) Call out building heights
4) For projects proposing replacement of historical exterior materials, provide accurate representation, dimensions and finishes of existing materials proposed to be replaced

☐ Proposed Building Elevations including the following information:

1) All information listed on the Existing Building Elevations that is proposed to remain.
2) Clearly indicate new façade elements, window or door openings, etc.
3) For additions, clearly demarcate the location of existing walls and new walls.
4) For new fences, gates and walls, provide elevation drawings depicting the proposed character, height, materials and finishes of the proposed new feature.

☐ Architectural Details for new or altered features including the following information, as applicable to the project (actual installation details rather than generic manufacturer-provided details):

1) Window & door head, jamb and sill details depicting the location of building walls, depth of window/door recess, trim and sill elements and dimensions
2) Roof parapet or eave details
3) Porch details
4) Chimney details
5) Corner and/or joinery details
6) Other architectural details may be required based on the proposed project scope.

☐ Window and/or Door Replacement Projects also require a window and/or door schedule that corresponds to the numbering system on the floor plans and indicates the existing and proposed framing materials, operation type and dimensions of the windows and doors affected by the project.

☐ **MATERIALS SPECIFICATIONS**

☐ Manufacturer's Specifications (e.g., brochures/cut-sheets) for new features including new windows, doors or other manufactured features proposed including materials and colors.

☐ Physical Samples of new materials including exterior cladding, roofing, etc.

☐ **NEIGHBORHOOD COMPATIBILITY WORKSHEET**

☐ Complete and submit this worksheet if the project involves new construction or an addition over 500 square feet in size on a non-contributing property in a designated landmark or historic district.

☐ **ADDITIONAL DOCUMENTATION**

☐ Additional documentation may be required at the City's discretion to fully document the scope, intent and details of the proposed project. These may include assessments of current conditions by qualified professionals (particularly for projects proposing replacement of original windows or other original architectural features), historical drawings or images, samples of existing materials, etc.