Submittal Checklist for

HISTORIC RESOURCE EVALUATION OR CONTRIBUTING STATUS CHANGE

*Complete this form to request an **evaluation** of the significance of a building or site pursuant to Zoning Code Section 17.62.080 or to request a **change of contributing status** of a property in a designated landmark district pursuant to Zoning Code Section 17.62.070.I.*

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 Historic Resource Evaluation or Contributing Status Change:

☐ **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. For Historic Resource Evaluations, please provide on the application a general description of the proposed project that requires the evaluation.

☐ **APPLICATION FEE**
Application fees are required for all applications. 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.

☐ **PHOTOGRAPHS**
Provide full elevation photographs of all existing buildings on the site.

☐ **FINDINGS NARRATIVE (Requests for Contributing Status Change Only)**
The applicant must provide a written narrative that thoroughly describes, with supporting evidence, how the request meets the following required findings for approval of Contributing Status Change, as outlined in Zoning Code Section 17.62.070.I.2:

For requests to change a contributing property to a non-contributing property:

1. New information indicates that the property does not qualify as a contributing structure; or

2. The property was not constructed during the period of significance of the district or does not represent the historic context(s) under which the district was designated.

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For requests to change a non-contributing property to a contributing property:

1. New information indicates that the property qualifies as a contributing structure; or

2. The property has been restored to its original exterior appearance, as viewed from the street, based on documentary, pictorial or physical evidence or by studying a similar building designed by the same builder, architect or pattern book.