Submittal Checklist for

LANDMARK DISTRICT DESIGNATION

Zoning Code Section 17.62.070 establishes a two-phased process for designating Landmark Districts and states that the designation process may be initiated by any property owner within a proposed Landmark District's boundaries or by a Neighborhood Association whose boundaries intersect with the proposed Landmark District's boundaries. Publicly visible exterior changes to and demolitions of properties in eligible and designated landmark districts are subject to the Certificate of Appropriateness procedures outlined in Zoning Code Section 17.62.090.

ELIGIBILITY REVIEW PHASE MINIMUM SUBMITTAL REQUIREMENTS: *This checklist should be reviewed together with a Design & Historic Preservation (DHP) 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 the Eligibility Review phase of the Landmark District Designation Process:***

☐ **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. Although there may be multiple proponents of the landmark district designation, one person shall be designated as the applicant, through whom all communication to and from the City will be conducted.

☐ **MAP OF PROPOSED DISTRICT BOUNDARIES**
Provide a map that includes all of the information below (without aerial photography). It is highly recommended, but not required, that this map be prepared by City staff.

1) Property lines
2) Proposed district boundaries
3) Building footprints on each property within the proposed boundaries
4) Construction dates on each property within the proposed boundaries
5) Address number on each property within the proposed boundaries

☐ **LANDMARK DISTRICT NARRATIVE**
Provide a written narrative describing the historic context(s) represented within the district, which may be an existing historic context prepared by the City (visit http://pasadena.cfwebtools.com to view historic contexts in the "search by context" portion of the search screen) or a historic context prepared specifically for the proposed district.

☐ **ADDITIONAL DOCUMENTATION** may be required at the City's discretion to fully document the historical significance of the proposed landmark district.

Submittal Checklist for

LANDMARK DISTRICT DESIGNATION

FORMAL DESIGNATION PHASE MINIMUM SUBMITTAL REQUIREMENTS:

This checklist should be reviewed together with a DHP 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 the Formal Designation phase of the Landmark District Designation Process:***

☐ **ELECTRONIC SUBMITTAL**
All required submittals listed below shall be provided in electronic format via flash drive, email or file transfer to dhpquestions@cityofpasadena.net or the case planner if one has been assigned.

☐ **PLANNING DIVISION MASTER APPLICATION FORM**
Please complete all information on the application form. Although there may be multiple proponents of the landmark district designation, one person shall be designated as the applicant, through whom all communication to and from the City will be conducted.

☐ **PHOTOGRAPHS**
Provide full elevation photographs of all existing buildings within the proposed district boundaries.

1) Photographs shall depict the front and side facades of each building as seen from the street, with as much detail as possible and shall be labeled with the property address.

2) Digital photographs shall have file names that correspond to the property address in the following format: StreetName_DirectionNumber_Sequence.jpg. For example, file names for photographs corresponding to the address 39 S. Los Robles Avenue should be Los Robles_S39_1.jpg, Los Robles_S39_2.jpg, etc.

3) Photograph number 1 for each property should be the best and clearest available photograph of the front façade as seen from the street.

☐ **PROPERTY DATA TABLE**
The applicant shall conduct research on each property within the district boundaries and provide a data table identifying the original owner, architect, builder and construction date of each building within the proposed district boundaries. Consult with City staff for research instructions.

☐ **LANDMARK DISTRICT SUPPORT PETITION** *One (1) ORIGINAL minimum 8 ½" x 11" copy*
Provide an original copy of a petition demonstrating written support from a majority of the owners of property within the district boundaries (minimum 51%) with the following information PRINTED (not hand-written) on the petition prior to obtaining signatures:

1) A title block at the top of each page of the petition with the following text:

   "Petition for Designation of the "____(District Name)_____" Landmark District.

   We the undersigned owners of properties within the proposed boundaries of the District per the attached map support the designation of the area as a Landmark District. As

supporters of this Landmark District, we are familiar with the Certificate of Appropriateness requirements and regulations that will protect the historic character of the Landmark District. (Note: District name and boundaries subject to change during the Formal Review process.)"

2) The primary address of each property.

3) Each property's Assessor's Identification/Parcel Number (referred to as either AIN or APN number).

4) Property owner name(s) obtained from the Los Angeles County Assessor's Office.

☐ **SUPPORT PETITION REQUIREMENTS, RECOMMENDATIONS AND GUIDELINES ACKNOWLEDGEMENT.** *One (1) ORIGINAL minimum 8 ½" x 11" copy or electronic file with signature*

The applicant shall submit a signed copy of the Support Petition Requirements, Guidelines and Recommendations Acknowledgement in Attachment A.

ATTACHMENT A:

SUPPORT PETITION REQUIREMENTS, GUIDELINES AND RECOMMENDATIONS ACKNOWLEDGEMENT

As the applicant for the proposed _____ (name) Landmark District, I acknowledge that the preparation of the support petition included in this application has been conducted according to the requirements listed below and that this document has been provided to all individuals gathering petition signatures to ensure that they are aware of the requirements, guidelines and recommendations contained herein.

Name (Print):_____

Signature:_____

Date:_____

LANDMARK DISTRICT SUPPORT PETITION REQUIREMENTS

1) **FORMATTING AND ORGANIZATION.** The properties listed on the petition shall be organized in alphabetical order by street name and in ascending numerical order within each street. The petition shall be presented in table format with each property clearly boxed. See example below.

2) **OFF-SITE OWNERS.** Most neighborhoods will include rental properties whose owner(s) does/do not live on-site. Rental tenants do not have authority to sign the Landmark District Support Petition on behalf of the owner(s) and the applicant should make every effort to contact these property owners. A single-sheet signature page, as shown in the example below, may be mailed to the property owner at the address provided by the County Assessor or may be emailed if the owner's email address is known. Signed single-sheet signature pages shall be attached to the main petition as appendices in alphabetical order by street name and numerical order within each street, shall be numbered and the appendix number applicable to the property shall be referenced on the signature line for that property on the main petition (may be hand-written).

3) **MULTIPLE OWNERS.** All owners of each property shall be required to sign the petition in ink in order for the property to count as a positive vote in support of landmark district designation. Signatures will be inspected to ensure that they are clearly all different from one another and that owner names match those in the City's records, but signature-match verification is not required.

4) **OWNER NAME DISCREPANCIES.** If the property owner's name(s) printed on the petition does/do not match the current owner's name(s) when a support signature is obtained (typically due to a property sale after the petition is printed), the name(s) printed on the petition shall be hand-stricken and the new owner's name(s) shall be handwritten on the petition along with the date of the current owner's acquisition of the property.

ATTACHMENT A:

SUPPORT PETITION REQUIREMENTS, GUIDELINES AND RECOMMENDATIONS ACKNOWLEDGEMENT

LANDMARK DISTRICT SUPPORT PETITION GUIDELINES & RECOMMENDATIONS :

1) **PROPERTY SALES.** After a property owner's signature has been obtained, applicants are not required to obtain signatures of new property owners if a property is sold during the signature-gathering or Formal Designation processes; however, new property owners may retract a previous property owner's vote up to the time of petition certification by the Planning Commission. As such, it is highly recommended that applicants make contact with all property owners within the district boundaries and that applications for the Formal Designation phase be submitted after a minimum of 60% property owner support has been obtained, in the event of future support vote retraction.

2) **OWNERSHIP ENTITIES AND POWERS OF ATTORNEY.** Documentation of trustee names, if unclear in Assessor records, powers of attorney or other similar legal instruments authorizing individuals to sign the petition on behalf of an ownership entity are not required to be provided. However, if a resident claims to have legal authority to sign the petition and that authority is challenged during the Formal Designation process, documentation may be required if the removal of the property's support vote would result in the level of support for the designation dropping below the threshold of 51% of property owners. This is another reason it is highly recommended that at least 60% support be obtained prior to submitting an application for the Formal Designation phase.

3) **RECORDS OF PROPERTY OWNER CONTACT.** It is highly recommended that individuals that are canvassing for support signatures retain records of all attempts to contact all property owners within the district boundaries, whether they are contacted by mail, email or in person, as well as of anomalies that may affect the total signature count (such as instances described above). This will ensure that appropriate answers may be given to the Planning Commission if questions are raised about the validity of signatures and the process that was undertaken to ensure that all affected property owners were contacted during the canvassing process.

4) **TIMING OF PREPARATION.** The Landmark District Support Petition may be prepared and printed in advance of the Informational Meeting required during the Eligibility Review phase in order to obtain support signatures at the meeting.

5) **CHANGES DURING FORMAL DESIGNATION PROCESS.** Additional support signatures may be provided after submittal of the application for the Formal Designation phase, and signatures obtained may be retracted in writing by property owners, up to the time of certification of the petition by the Planning Commission.

EXAMPLE PETITION

Petition for Designation of the (District Name) Landmark District

We the undersigned owners of properties within the proposed boundaries of the District per the attached map support the designation of the area as a Landmark District. As supporters of this Landmark District, we are familiar with the Certificate of Appropriateness requirements and regulations that will protect the historic character of the Landmark District. (Note: District name and boundaries subject to change during the Formal Review process.)

PROPERTY ADDRESS	APN	OWNER NAME(S)	OFF-SITE	SIGNATURE(S)	DATE
100 N. GARFIELD AVE.	5723-018-903	Charles S. Greene			
175 N. GARFIELD AVE.	5723-018-906	Myron H. Hunt			
78 N. MARENGO AVE.	5723-026-902	Julia H. Morgan Sylvanus B. Marston	X	See Appendix A.1	

EXAMPLE SINGLE-SHEET SIGNATURE PAGE

Appendix A.1

Petition for Designation of the (District Name) Landmark District.

I/We the undersigned owner(s) of the property listed below within the proposed boundaries of the District per the attached map support the designation of the area as a Landmark District. As a supporter(s) of this Landmark District, I/we am/are familiar with the Certificate of Appropriateness requirements and regulations that will protect the historic character of the Landmark District. (Note: District name and boundaries subject to change during the Formal Review process.)

78 N. MARENGO AVENUE 5723-026-902

_____

Julia H. Morgan Date

_____

Sylvanus B. Marston Date