



HISTORIC PROPERTY CONTRACT PROGRAM

MARCH 2022



Design & Historic Preservation Section
Planning & Community Development Department
City of Pasadena
175 N. Garfield Ave.
Pasadena, CA 91101
626-744-4009

www.cityofpasadena.net/millsact

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A. <i>Secretary of the Interior's Standards for Rehabilitation</i> https://www.nps.gov/tps/standards/rehabilitation.htm (for more detailed information see the accompanying <i>Illustrated Guidelines for Rehabilitating Historic Buildings</i> https://www.nps.gov/tps/standards/rehabilitation/rehab/index.htm)	16
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HISTORIC PROPERTY CONTRACT APPLICATION GUIDELINES

INTRODUCTION & PURPOSE OF HISTORIC PROPERTY CONTRACT PROGRAM

The City of Pasadena Historic Property Contract Program was established by ordinance in October 2002 under the authority of a State enabled program known as the Mills Act (California Government Code, Article 12, Sections 50280-50290). Under this act, local governments may enter into historic property contracts with owners of qualifying privately owned historic properties who agree to rehabilitate, restore and/or maintain their property according to the Secretary of the Interior's Standards (see attached Appendix A).

The Historic Property Contract is a financial incentive that encourages designation, rehabilitation and protection of historic buildings. The benefit to the owner may be a reduction in property taxes, while the benefit to the City is the preservation of a significant historic resource and investment in rehabilitation of housing.

These application guidelines are a summary of the main features of the Historic Property Contract Program in the City of Pasadena. The complete regulations are in the legal texts of the California Government Code and the City of Pasadena Zoning Code [Section 17.62.130.B.11](#).

APPLICATION PROCESS, SCHEDULE & PROCESSING FEE

Applications for Historic Property Contracts are processed through and administered by the Planning & Community Development Department. The Offices of the City Manager and City Attorney approve and sign the contracts. The application form is available from the Design and Historic Preservation Section of the Planning & Community Development Department, 175 North Garfield Avenue, window #4 in the Permit Center Lobby or through the City of Pasadena Website, <http://www.cityofpasadena.net/millsact>.

The 2022 application process schedule is as follows:

- Application package release – Friday March 18, 2022
- Application submittal period – Between Friday, March 18 and Tuesday, May 31
- Site visits by Planning Staff – Between Thursday, July 7 and Thursday, September 1
- Notification to applicants of final selection – On or before Friday, September 30
- Contracts drafted – On or before Friday, October 28
- Contracts signed and notarized by property owners – On or before Friday, November 21
- Contracts executed and recorded by County Recorder – On or before December 31

Processing Fee

There is no fee to *apply* for a contract, but please note that properties *selected* for inclusion in the program must pay a one-time processing fee at the time of contract signing (November 2022). The fee will likely increase slightly on July 1; however, the 2021 fee was \$1,245.79 for single-family residential properties and \$2,491.57 for multi-family residential/commercial/industrial properties. The 2022 fee will likely be slightly higher than these amounts.

ELIGIBILITY REQUIREMENTS

1. Historic Designation

Only properties that are **designated** landmarks or historic monuments, works of Greene and Greene, listed individually in the National Register of Historic Places or contributing to a designated landmark district or a historic district listed in the National Register of Historic Places will be considered for historic property contract agreements.

Properties that are **not designated** may be considered if a nomination for designation is submitted before or concurrently with a Mills Act application and recorded with the Los Angeles County Recorder before the end of the year. For information on how to designate a property as a landmark or historic monumen, or to request an evaluation to determine if your property qualifies for designation, contact the Design & Historic Preservation Section of the Planning Division, at DHPQuestions@cityofpasadena.net or 626-744-4009.

Properties pending National Park Service approval for listing in the National Register may submit an application provided that the property is listed by the end of the year.

Properties that are non-contributing to a designated landmark or National Register historic district may be considered if the Historic Property Contract agreement results in exterior restoration and/or reconstruction of significant historic and architectural features that would render the property contributing to the district and if the work is based on pictorial, documentary, or physical evidence in compliance with the Secretary of the Interior's Standards for Rehabilitation. Conjectural changes to a non-contributing building designed to make it appear historical—when there is no supporting pictorial, documentary, or physical evidence—do not qualify for a contract.

Applications from condominium buildings must be submitted by the property's homeowners association along with a petition indicating the support of a majority of the affected owners. Applications for individual condominium units will not be accepted.

2. Valuation of Property

For single-family houses, eligibility is limited to properties with a total assessed value of \$2.0 million or less, except for works of Greene & Greene, designated Historic Monuments, and properties listed individually in the National Register. In addition to the exceptions listed above, **one exception per year** may be granted for special circumstances, which shall be substantiated by the applicant.

3. Rehabilitation Plan

Applicants are required to submit a **plan for future rehabilitation** of the historic property; **properties already rehabilitated or without a need of future rehabilitation are ineligible for a contract**. City staff ranks/scores applications according to compliance with the City's stated priorities (see below) and by the number of major work plan items.

SELECTION PROCESS

Complete applications must be received **by 5:00PM on Tuesday May 31, 2022** (See page 6 for submittal requirements).

The City may approve up to **six new contract agreements per calendar year** for multiple-family residential, commercial or industrial properties and up to **twenty new contract agreements** for single-family residential properties.

Historic property contract applications will be considered through a competitive selection process and only complete applications will be accepted. At the close of the application submittal period, applications will be awarded points based on the number of major work projects included in the proposed work program, and for demonstrating consistency with the priorities below:

1. The contract agreement will create or assist in maintaining **affordable** housing (not including the new construction or conversion of an accessory structure into an Accessory Dwelling Unit);
2. The contract agreement will support substantial reinvestment in a historic resource and/or rehabilitation of a historic building or structure in **areas where the City is concentrating resources** on façade improvements, home rehabilitation, or similar revitalization efforts;
3. Substantially contribute to the preservation of a historic resource **threatened by deterioration, abandonment, or conflicting regulations**; enhance opportunities for maintaining and/or facilitate preservation and maintenance of a property in cases of **economic hardship**;
4. The contract agreement will support the **protection of properties with the highest level of architectural or historic significance**: works of Greene & Greene, historic monuments, and properties listed individually in the National Register of Historic Places (including National Historic Landmarks).

One bonus point may be issued for a contract agreement that will support extensive publicly visible rehabilitation projects, such as restoration from non-contributing to contributing status, the removal of inappropriate publicly visible additions, restoration of altered or missing character-defining features, such as infilled openings, or missing features. Applicants must submit additional information in their applications to justify issuance of a bonus point

The following documents will be used to determine adherence to the above priorities:

1. A statement—if applicable—describing how property is threatened by deterioration, abandonment, or conflicting zoning regulations; if project will maintain or create affordable housing; and/or how property tax reduction is necessary to facilitate preservation of the property.
2. A completed “Rehabilitation/Restoration/Maintenance Plan and Timeline” form. The work plan will be given a numerical value based on the type of projects proposed, the number of projects and the costs associated with these projects.

The applications with the highest number of points will be awarded contracts.

Properties with outstanding/unresolved Code violations will not be selected unless and until the violations are resolved

TERMS OF A CONTRACT AGREEMENT

Duration. The initial term of a Historic Property Contract is 10 years. The contract automatically renews each year on its anniversary date and a new 10-year agreement becomes effective (i.e., the contract is in effect in perpetuity unless terminated as described below). The contract is recorded on the property's title and is transferred to the new owner upon sale of the property.

Non-Renewal of Contract. The owner may non-renew the contract by notifying the City at least 90 days prior to the annual renewal date. The City may non-renew the contract by notifying the owner at least 60 days prior to the renewal date. The owner, upon receipt of the notice from the City, may submit a written objection to termination by the City. The contract remains in effect for the balance of the term of the contract beyond the year of non-renewal.

Alterations or Additions to Property. All future work affecting historic architectural features (both interior and exterior) of the property must comply with the *Secretary of the Interior's Standards for Rehabilitation* (Appendix A) and the owner must obtain a Certificate of Appropriateness (an application with the Design and Historic preservation Section of the Planning & Community Development Department in the Permit Center, Appendix E) and, if applicable, a building permit.

Self Certification and Inspections for Compliance. The City requires Self Certification (Appendix F) and **annual inspections** of the property, by prior appointment, to ensure compliance with the terms of the agreement. Inspections may also be required by the County Assessor, State Office of Historic Preservation, and/or State Board of Equalization.

Breach of Contract Penalty. If the City determines at any time that the property owner has breached the contract, following a defined process, the contract may be cancelled and the owner is liable for a cancellation fee of 12.5% of the current value of the property as determined by the County Assessor.

Terms Non-Negotiable. The contract terms outlined above are standard and non-negotiable.

REHABILITATION/RESTORATION/MAINTENANCE PLAN AND TIMELINE

Every executed Historic Property Contract must include a Rehabilitation/Restoration/Maintenance Plan and Timeline of future work to be completed. This plan is an extremely important component of the Historic Property Contract application as it is used to determine the need for the program and to establish a nexus between the tax savings and historic preservation by contractually requiring the property owner to complete the agreed-upon work program.

Any future work items that would improve the property's exterior appearance, original historical character, structural integrity and future longevity may be included in the plan. Work that has already been completed or initiated prior to issuance of a decision on the application will not be considered. Projects may or may not be subject to Certificate of Appropriateness requirements as specified in the City's Historic Preservation Ordinance. Typical example projects include roof repairs or replacement; exterior siding/stucco repair and painting; brick or stone repointing; restoration of original finishes/colors; repair/restoration of deteriorated or missing architectural features; window or door repair; restoration of previous alterations; removal of potentially hazardous conditions such as outdated/faulty electrical, plumbing or HVAC systems; fireplace/chimney repairs; seismic retrofit/foundation repair or bolting; structural repairs such as settling, porch separation from main structure, roof sagging, etc.; drainage improvements; energy efficiency improvements; etc. Restoration should be based on physical, documentary or pictorial evidence.

Interior cosmetic work is typically not included unless it involves restoring important historical features of the interior or extensive interior restoration. New fencing, landscaping or paving is typically not included unless restoring a significant historical design feature or having an effect on the primary historic resource on the property. New construction, interior modernization remodeling and additions are not included.

The application should include all necessary financially feasible projects the owner expects to perform over a minimum 10-year period. Design & Historic Preservation staff will work with the owner during the review process to modify the work program as may be necessary to meet the City's historic preservation goals and ensure proper preservation of the historic resource. Applications may be denied if the owner does not agree to complete projects required by City staff.

Upon execution of a Historic Property Contract agreement, all agreed-upon projects must be completed by the end of the year established in the final work plan. Annual self-certification of completion of work, along with documentation (permits, contractor invoices, before and after photographs, etc.) and/or inspections will be required to ensure required work is completed. Upon sale of the property, documentation of completed work should be provided to the new owner.

POTENTIAL TAX SAVINGS

Tax adjustment calculations are conducted by the County Assessor after an application is approved and the contracts are signed and recorded. The tax savings would be reflected in the next fall's tax assessment. There is no guarantee of tax savings under the Historic Property Contract and the amount of property taxes under the program is unknown until after the contracts are signed. The average benefit to Pasadena owners that realize a tax savings has been a 51% reduction in property taxes, but it can vary widely. All Mills Act assessed values are subject to annual review, reflecting annual fluctuations in market rent, expenses and interest rates.

Owners of properties with comparatively low current property taxes because of Proposition 13 or other reasons may not benefit from a Historic Property Contract because the assessed value under the Mills Act may be higher than the existing base-year market value of the property. Generally, owners who have purchased their properties within the last 10 years at current market-rate prices are most likely to benefit from entering into a Mills Act contract. Property taxes will not increase as a result of a Mills Act contract.

INFORMATIONAL WORKSHOP

A recording of a virtual Mills Act application workshop held in 2021 is available for viewing on the City's website at www.cityofpasadena.net/millsact. Any questions not answered by these guidelines or the virtual workshop may be sent to City staff at DHPquestions@cityofpasadena.net.

APPLICATION SUBMITTAL REQUIREMENTS

Only complete submittals will be considered for review. A complete submittal package shall include:

1. Completed application form (attached).
2. Copy of grant deed with legal description of property.
3. A printed copy of photographs AND a digital copy (on CD, flash drive or other delivery method) of building interior (views of all rooms and historic features) and exterior (front, rear, sides and historic accessory buildings) views. Photographs may be either 3x5 or 4x6. Each printed photograph must be labeled with the building address, subject of photo and direction of view.
4. Site plan drawn to scale indicating locations of all buildings on the property, street names, north arrow and dimensions (Example in Appendix D).
5. Completed "Rehabilitation/Restoration/Maintenance Plan and Timeline" form (attached) – both printed and digitally completed document (able to be digitally copied/pasted). See guidance beginning on page 6, above.
6. A statement—if applicable—describing how the property is threatened by deterioration, abandonment, or conflicting zoning regulations; if project will maintain or create affordable housing; and/or how property tax reduction is necessary to facilitate preservation of the property. If the application is for a single-family residential property with a valuation over \$1.5 million that is not a historic monument, work of Green & Green or individually listed in the National Register, a statement describing special circumstances applicable to the property that warrant an exception to the valuation cap is required.
7. Copy of most recent property tax bill.
8. Copy of photo ID(s) of contract signatory(ies).
9. Completed Taxpayer Protection form (attached).
10. If the property owner is a trust, LLC, association or similar entity, legal documents establishing the entity. If the property is a condominium and subject to an HOA, the CC&Rs must be included and the application shall be signed by the HOA president and secretary.

APPLICATION SUBMITTAL DEADLINE AND INSTRUCTIONS

The complete application package must be hand-delivered or mailed but must be postmarked by **Tuesday, May 31, 2022 at 5:00 pm**. The delivery/ mailing address is:

Administrator, Historic Property Contract Program
Design & Historic Preservation Section
Planning & Community Development Department
175 North Garfield Avenue, 2nd Floor
Pasadena, California 91101-1704

A digital copy of the complete application package shall also be emailed to DHPQuestions@cityofpasadena.net

CITY OF PASADENA ADMINISTRATION OF CONTRACT AGREEMENTS

The City is responsible for recording executed Historic Property Contract documents with the County Recorder before December 31 of the applicable calendar year. Staff of the Planning & Community Development Department (Design and Historic Preservation Section) will monitor all work included in a contract agreement to ensure compliance with the terms of the agreement and will require annual submittal of documentation/photographs of required work completed and may perform inspections if deemed necessary as the contract agreement is in effect.

LOS ANGELES COUNTY ADMINISTRATION OF CONTRACT AGREEMENTS

After recordation, the City transmits the contract and the documentation of description of the property to the Los Angeles County Assessor where the calculation for the exact property tax under the Mills Act is performed. Contracts that are recorded by December 31 are typically reassessed by June 30 of the following year so that the reduced tax appears on the tax bill of October of that year.

STATE OF CALIFORNIA ADMINISTRATION OF CONTRACT AGREEMENTS

Within six months of entering into a historic property contract with the property owner, the City submits written notice to the State Office of Historic Preservation. This notification confirms that the property owner has entered into a Historic Property Contract.

HISTORIC PROPERTY CONTRACT FORMS

- **Application**
- **Rehabilitation Plan**
- **Taxpayer Protection Form**



PROPERTY INFORMATION:			
ADDRESS OF PROPERTY:			
ASSESSOR IDENTIFICATION NO.:			
DATE OF PURCHASE BY CURRENT OWNER:			
CURRENT ASSESSED VALUE OF PROPERTY:			
PROPERTY TAXES PAID TO DATE? (CHECK ONE): <input type="checkbox"/> YES <input type="checkbox"/> NO			
PROPERTY OWNER (please use legal name/s, EXACTLY as appears on grant deed and photo ID):			
NAME(S) OF PROPERTY OWNER(S) AS LISTED ON GRANT DEED:			
NAME:		PHONE:	
ADDRESS:			
CITY:	STATE:	ZIP CODE:	
EMAIL:			
IF OWNER IS A TRUST, LLC, ASSOCIATION OR SIMILAR ENTITY, NAME(S) OF AUTHORIZED CONTRACT SIGNATORY(IES) AND TITLES:			
NAME:		PHONE:	
ADDRESS:			
CITY:	STATE:	ZIP CODE:	
EMAIL:			
PRIMARY CONTACT PERSON FOR THIS APPLICATION:			
NAME:		PHONE:	
ADDRESS:			
CITY:	STATE:	ZIP CODE:	
EMAIL:			
ADDITIONAL PROPERTY INFORMATION:			
USE CATEGORY:	<input type="checkbox"/> SINGLE FAMILY HOUSE	<input type="checkbox"/> MULTI FAMILY /COMMERCIAL/INDUSTRIAL	
DESIGNATION CATEGORY:	CHECK AT LEAST ONE (if in a district, indicate the name in the space below):		
NATIONAL REGISTER	<input type="checkbox"/> DISTRICT	<input type="checkbox"/> INDIVIDUAL	
LANDMARK/MONUMENT	<input type="checkbox"/> DISTRICT _____	<input type="checkbox"/> INDIVIDUAL	
UNDESIGNATED/PENDING (Requires concurrent submittal of application for historic designation)	<input type="checkbox"/> DISTRICT _____	<input type="checkbox"/> INDIVIDUAL	



Application for
HISTORIC PROPERTY CONTRACT (MILLS ACT)

THE FOLLOWING MATERIALS MUST BE SUBMITTED WITH THIS APPLICATION (one printed copy and one electronic copy via flash drive or email/file transfer to DHPquestions@cityofpasadena.net):
<input type="checkbox"/> SIGNED COPY OF THIS APPLICATION FORM
<input type="checkbox"/> COPY OF GRANT DEED WITH LEGAL DESCRIPTION OF PROPERTY
<input type="checkbox"/> PHOTOGRAPHS – COMPLETE DOCUMENTATION OF INTERIOR/EXTERIOR, PRINTED PHOTOS AND DIGITAL (LABEL ALL PHOTOS)
<input type="checkbox"/> SITE PLAN DRAWN TO SCALE WITH LOCATION OF ALL BUILDINGS ON SITE (INCLUDE PROPERTY LINES, STREET NAMES, NORTH ARROW AND DIMENSIONS)
<input type="checkbox"/> REHABILITATION/RESTORATION/MAINTENANCE PLAN AND TIMELINE, PRINTED AND DIGITALLY COMPLETED DOCUMENT (ABLE TO BE DIGITALLY COPIED/PASTED)
<input type="checkbox"/> IF APPLICABLE: A STATEMENT OF HOW PROPERTY IS THREATENED BY DETERIORATION, ABANDONMENT, OR CONFLICTING REGULATIONS; IF THE PROJECT WILL MAINTAIN OR CREATE AFFORDABLE HOUSING; AND HOW PROPERTY TAX REDUCTION IS NECESSARY TO FACILITATE PRESERVATION OF THE PROPERTY. IF THE APPLICATION IS FOR A SINGLE-FAMILY RESIDENTIAL PROPERTY WITH A VALUATION OVER \$2.0 MILLION THAT IS NOT A HISTORIC MONUMENT, WORK OF GREEN & GREEN OR INDIVIDUALLY LISTED IN THE NATIONAL REGISTER, A STATEMENT DESCRIBING SPECIAL CIRCUMSTANCES APPLICABLE TO THE PROPERTY THAT WARRANT AN EXCEPTION TO THE VALUATION CAP IS REQUIRED.
<input type="checkbox"/> COPY OF THE MOST RECENT PROPERTY TAX BILL
<input type="checkbox"/> COPY(IES) OF PHOTO ID(S) OF CONTRACT SIGNATORY(IES)
<input type="checkbox"/> TAXPAYER PROTECTION FORM
<input type="checkbox"/> IF THE PROPERTY OWNER IS A TRUST, LLC, ASSOCIATION OR SIMILAR ENTITY, LEGAL DOCUMENTS ESTABLISHING THE ENTITY. IF THE PROPERTY IS PART OF AN HOA, A COPY OF THE ASSOCIATION'S CC&R'S

SIGNATURES:	
<i>HISTORIC PROPERTY CONTRACTS REQUIRE THE OWNER OF THE PROPERTY TO UNDERTAKE REHABILITATION AND RESTORATION THAT ARE IN COMPLIANCE WITH THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATING HISTORIC BUILDINGS AND THE ILLUSTRATED GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS.</i>	
<i>I AM (WE ARE) THE PRESENT OWNER(S) OF THE PROPERTY DESCRIBED ABOVE, OR OTHERWISE LEGALLY AUTHORIZED TO SIGN ON BEHALF OF THE PROPERTY, AND HEREBY APPLY FOR CONSIDERATION FOR A HISTORIC PROPERTY CONTRACT</i>	
OWNER SIGNATURE:	DATE:
OWNER SIGNATURE:	DATE:

Staff Use Only									
Date Submitted	<table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">fee: \$ _____</td> <td style="padding-left: 20px;"><u>Application Processing</u></td> </tr> <tr> <td style="text-align: right;">3% records fee: \$ _____</td> <td style="padding-left: 20px;">Single-Family Over \$2.0 Million Valuation</td> </tr> <tr> <td style="text-align: right;">total: \$ _____</td> <td style="padding-left: 20px;">Concurrent application for historic designation District</td> </tr> <tr> <td></td> <td style="padding-left: 20px;">Contributing Non-Contributing</td> </tr> </table>	fee: \$ _____	<u>Application Processing</u>	3% records fee: \$ _____	Single-Family Over \$2.0 Million Valuation	total: \$ _____	Concurrent application for historic designation District		Contributing Non-Contributing
fee: \$ _____	<u>Application Processing</u>								
3% records fee: \$ _____	Single-Family Over \$2.0 Million Valuation								
total: \$ _____	Concurrent application for historic designation District								
	Contributing Non-Contributing								

FUTURE REHABILITATION/RESTORATION/MAINTENANCE PLAN AND TIMELINE

Please digitally complete this form. Refer to page 6 of the Mills Act Program Guidelines for guidance. Copy/paste this form onto new pages as necessary to include all future work items that apply to your property. Most applications will have more than seven work items in their work plan. You may also prepare a separate list of rehabilitation work proposed, provided all of the information below is included. Please complete all requested information on this form. Formal quotes are not required for all items but staff may request documentation of stated costs upon review. Refer to Appendix C for a sample of a completed Rehabilitation/Restoration/Maintenance Plan and Timeline.

Item No.	Building Feature:	Estimated Cost: (rounded to nearest \$)	Detailed Description of the Work:	Year to be Completed:
Item No.	Building Feature:	Estimated Cost: (rounded to nearest \$)	Detailed Description of the Work:	Year to be Completed:
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**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Act
Pasadena City Charter, Article XVII**

- I. Does the value of this application/project *have the potential* to exceed \$25,000? Yes No (**Applicant must mark one**)
- II. Is the application being made on behalf of a government entity? Yes No
- III. Is the application being made on behalf of a non-profit 501(c) organization? Yes No
If yes, please indicate the type of 501(c) organization: 501(c)(3) 501(c)(4) 501(c)(6)

Applicant's name: _____ Date of Application: _____

Owner's name: _____ Contact phone number: _____
(for questions regarding this form)

Project Address: _____

Project Description: _____

- IV. Applicant and Property Owner must disclose all joint owners, trustees, directors, partners, officers and those with more than a 10% equity, participation or revenue interest in owner and/or project. If any of these are an organization/entity, include the name of the organization/entity **and** the first and last names of all parties of interest of that organization/entity. (*List all parties below and use additional sheets as necessary, or provide all parties on an attachment*) **Please print legibly.**
Have any additional sheets or an attachment been provided? Yes No

Names of Owner(s), Trustees, Directors, Partners, Officers of Owner/Project	Names of Owner(s), Trustees, Directors, Partners, Officers of Owner/Project (continued)	Those with more than a 10% equity, participation or revenue interest in Owner and/or project

I hereby certify that I am the owner or designated agent and that the statements and answers contained herein, and the information attached, are in all respects true, accurate and complete to the best of my knowledge and belief.

Signature of Owner or Designated Agent: _____ Date: _____

For Office Use Only

Type of Application: Variance (all types) Adjustment Permit Sign Exception Temporary Use Permit Expressive Use Permit
 Conditional Use Permit (excluding Master Plan) Master Plan Amendment Planned Development Other

Assigned Planner: _____ PLN#: _____

Attached Address: _____ No Attached Address

Appealed: Yes No Appeal PLN# _____ Application Withdrawn

Final Decision: Approved Denied Decision Date: _____ Decision Maker: _____
(Name and Title, or Name of Commission/Committee)

Votes in favor (*please print*):

APPENDICES

- A. Secretary of the Interior's *Standards for Rehabilitation***
- B. Sample Contract Agreement**
- C. Sample Rehabilitation Plan and Timeline**
- D. Sample Site Plan**
- E. Certificate of Appropriateness Submittal Checklist**
- F Sample Annual Self-Certification Form**

WHEREAS, City and Owner, for their mutual benefit, now desire to enter into this agreement both to protect and preserve the historically significant characteristics of the Historic Property and to qualify the Historic Property for an assessment of valuation pursuant to the Provisions of Chapter 3 of Part 2 of Division 1 of the California Revenue and Taxation Code.

AGREEMENT

NOW, THEREFORE, City and Owner, in consideration of the mutual covenants and conditions set forth herein, do hereby agree as follows:

1. Recitals. The Recitals set forth above are true and accurate and are an integral part of this agreement.

2. Effective Date and Term of Agreement. This agreement shall be effective and commence on January 1, 2013, and shall remain in effect for a term of ten (10) years thereafter. Each year upon the anniversary of the effective date, such initial term will automatically be extended as provided in Paragraph 3 below.

3. Renewal. Each year on the anniversary of the effective date of this agreement (hereinafter referred to as the "renewal date"), a year shall automatically be added to the initial term of this agreement unless notice of nonrenewal is as provided herein. If either Owner or City desires in any year not to renew the agreement, Owner or City shall serve written notice of nonrenewal of the agreement on the other party in advance of the annual renewal date of the agreement. Unless such notice is served by Owner to City at least ninety (90) days prior to the annual renewal date, or served by City to Owner at least sixty (60) days prior to the annual renewal date, one (1) year shall automatically be added to the term of the agreement as provided herein. Upon receipt by Owner of a notice of nonrenewal from City, Owner may make a written protest of the notice. City may, at any time prior to the annual renewal date of the Agreement, withdraw its notice to Owner of nonrenewal. If either City or Owner serves notice to the other of nonrenewal in any year, the agreement shall remain in effect for the balance of the term then remaining, either from its original execution or from the last renewal of the agreement, whichever may apply.

4. Standards for Historic Property. During the term of this agreement, the Historic Property shall be subject to the following conditions, requirements and restrictions:

a. Owner shall rehabilitate, preserve and maintain the historically significant characteristics of the Historic Property. Attached hereto, marked as Exhibit "A" and incorporated herein by this reference is a list of those items for rehabilitation, restoration and maintenance planned for preservation of the Historic Property and a timeline for completion, which shall apply to such property throughout the term of this agreement.

b. Owner shall, additionally and where necessary, restore and rehabilitate the property according to the rules and regulations of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and the State Historic Building Code and shall maintain the entire property according to minimum standards and conditions, attached hereto, marked as Exhibit "B".

c. Owner shall allow reasonable periodic examinations, by prior appointment given at minimum 24 hours in advance, of the interior and exterior of the Historic Property by representatives of the County Assessor, State Office of Historic Preservation, State Board of Equalization and City, as may be necessary to determine Owner's compliance with the terms and provisions of this agreement.

5. Provision of Information of Compliance. Owner hereby agrees to furnish City with any and all information requested by the City which may be reasonable and necessary to determine compliance with the terms and provisions of this agreement.

6. Notification to State Office of Historic Preservation. City shall provide written notice of the Agreement to the State Office of Historic Preservation within six (6) months of the effective date of the Agreement.

7. Cancellation. City, following a duly noticed public hearing as set forth in California Government Code Sections 50280, et seq., may cancel this agreement if it determines that Owner breached any of the conditions of this agreement and has failed to cure said breach after notice, as set forth in Paragraph 8 below, or has allowed the property to deteriorate to the point that it no longer meets the criteria for a qualified historic property. City may also cancel this agreement if it determines that the Owner has failed to restore or rehabilitate the property in the manner specified in subparagraph 4(a) and (b) of this agreement. In the event of cancellation, Owner may be subject to payment of those cancellation fees set forth in California Government Code Sections 50280, et seq., including but not limited to a cancellation fee of twelve and one-half percent (12.5%) of the current fair market value of the Property at the time of cancellation, as determined by County Assessor without regard to any restrictions on the Property imposed pursuant to this Agreement.

8. Enforcement of Agreement. In lieu of and/or in addition to any provisions to cancel the agreement as referenced herein, City may specifically enforce or enjoin the breach of the terms of this agreement. In the event of a breach by Owner under the provisions of this agreement, City shall give written notice to Owner by registered or certified mail to the address stated in this agreement, which notice shall specifically identify the alleged breach and the proposed action which City recommends to Owner to cure said alleged breach. Owner shall thereafter have sixty (60) days within which to cure such breach to the reasonable satisfaction of the City. Upon completion by Owner of the cure of the breach, City shall withdraw its notice of breach.

Should owner not cure within the time period specified above, such breach as set forth above, then City may, without further notice, declare a default under the terms of this agreement and may bring any action necessary to specifically enforce the obligations of Owner arising out of the terms of this agreement, apply to any court, state or federal, for injunctive relief against any violation by Owner or apply for such other relief as may be appropriate. City may at its sole discretion extend the 60-day cure period. Such extension must be in writing.

City does not waive any claim of default by Owner if City does not enforce or cancel this agreement. All other remedies at law or in equity which are not otherwise provided for in this agreement or in the City's regulations governing historic properties are available to the City to pursue in the event that there is a breach of this agreement. No

waiver by the City of any breach or default under this agreement shall be deemed to be a waiver of any other subsequent breach thereof or default hereunder.

9. Binding Effect of Agreement. The Owner hereby subjects the Historic Property to the covenants, reservations and restrictions as set forth in this agreement. City and Owner hereby declare their specific intent that the covenants, reservations and restrictions as set forth herein shall be deemed covenants running with the land and shall pass to and be binding upon the Owner's successors and assigns in title or interest to the Historic Property. Each and every contract, deed or other instrument hereinafter executed covering or conveying the Historic Property, or any portion thereof, shall conclusively be held to have been executed, delivered and accepted subject to the covenants, reservations and restrictions expressed in this agreement regardless of whether such covenants, reservations and restrictions are set forth in such contract, deed or other instrument.

City and Owner hereby declare their understanding and intent that the burden of the covenants, reservations and restrictions set forth herein touch and concern the land in that Owner's legal interest in the Property is encumbered thereby. City and Owner hereby further declare their understanding and intent that the benefit of such covenants, reservations and restrictions touch and concern the land by enhancing and maintaining the historic characteristics and significance of the Property for the benefit of the public and the Owner.

10. Notice. Any notice required to be given by the terms of this agreement shall be provided at the address of the respective parties as specified below or at any other address as may be later specified by the parties hereto.

To City: City of Pasadena
100 North Garfield Avenue
Pasadena, CA 91109-7215

Attention: Design & Historic Preservation Section
Principal Planner

To Owner: X & Y Zee
12 Main Terrace
Pasadena, CA 91105

11. General Provisions.

a. None of the terms, provisions or conditions of this agreement shall be deemed to create a partnership between the parties hereto nor any of their heirs, successors or assigns, nor shall such terms, provisions or conditions cause them to be considered joint ventures or members of any joint enterprise.

b. Owner agrees to and shall hold City and its elected officials, officers, agents and employees harmless from liability for damage or claims for damage for personal injuries, including death, and claims for property damage which may arise from the direct or indirect use or operations of Owner or those of his contractor, subcontractor, agent,

employee or other person acting on his behalf which relate to the use, operation and maintenance of the Historic Property. Owner hereby agrees to and shall defend the City and its elected officials, officers, employees and agents with respect to any and all actions for damages caused by, or alleged to have been caused by, reason of Owner's activities in connection with the Property. This hold harmless provision applies to all damages and claims for damages suffered, or alleged to have been suffered, by reason of the operations referred to in this agreement whether or not the City prepared, supplied or approved the plans, specifications or other documents for the Property.

c. All of the agreements, rights, covenants, reservations and restrictions contained in this agreement shall be binding upon and shall inure to the benefit of the parties herein, their heirs, successors, legal representatives, assigns and all persons acquiring any part or portion of the Historic Property, whether by operation of law or in any manner whatsoever.

d. In the event legal proceedings are brought by any party or parties to enforce or restrain a violation of any of the covenants, reservations or restrictions contained herein, or to determine the rights and duties of any party hereunder, the prevailing party in such proceeding may recover all reasonable attorney's fees to be fixed by the court, in addition to court costs and other relief ordered by the court.

e. In the event that any of the provisions of this agreement are held to be unenforceable or invalid by any court of competent jurisdiction, or by subsequent preemptive legislation, the validity and enforceability of the remaining provisions, or portions thereof, shall not be affected thereby.

f. This agreement shall be construed and governed in accordance with the laws of the State of California.

12. Amendments. This agreement may be amended, in whole or in part, only by a written recorded instrument executed by the parties hereto.

IN WITNESS WHEREOF, City and Owner have executed this agreement on the day and year first written above.

DATED: _____ By _____
Nicholas G. Rodriguez, Assistant City Manager
CITY OF PASADENA

DATED: _____ By _____
X Zee
OWNER

DATED: _____ By _____
Y Zee
OWNER

Approved as to Form:

Theresa E. Fuentes, Asst. City Attorney

Date

HISTORIC PROPERTY AGREEMENT
EXHIBIT A

Address of Property: 12 Main Terrace

<u>Work Item</u>	Completion
1. Repair dry rot on rafter trails and repaint exterior.	December 31, 2013
2. Repair and replace dry rot, water damage on casement windows in the sleeping porch on the main house.	December 31, 2014
3. Repoint brick work on the main house, foundation and porch.	December 31, 2016
4. Replace existing roof on the main house.	December 31, 2017

Work Item: The methods and materials for completing the above work items shall be subject to review and approval by the City prior to commencement of work. All work shall comply with the Secretary of the Interior's Standards for Rehabilitation of Historic Buildings. Non-compliance with this requirement may constitute grounds for a termination of the Historic Property Contract by the City.

Completion Date: Work shall be completed by the specified date unless the Owner requests a change to a later completion date in writing and the City agrees to a later completion date. Non-compliance with this requirement may constitute grounds for a termination of the Historic Property Contract by the City.

HISTORIC PROPERTY AGREEMENT
EXHIBIT B

Maintenance and Rehabilitation Standards and Conditions

Secretary of the Interior's Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of the deterioration requires the replacement of a distinctive feature, the new features shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Property Maintenance

All buildings, structures, yards and other improvements shall be maintained in a superior manner. All current building and zoning codes will be enforced. The following conditions are prohibited:

- a. Dilapidated buildings or features such as fences, roofs, doors, wall and windows.
- b. Abandoned or discarded objects, equipment or materials such as automobiles, automobile parts, furniture, appliances, containers, lumber or similar items stored outdoors but within property lines.
- c. Stagnant water or open excavations.
- d. Any device, decoration or structure, which is unsightly by reason of its height, condition or location.
- e. Peeling exterior paint or unremoved/uncovered graffiti.
- f. Overgrown landscaping, exposed bald areas within yards or grounds and broken hardscape features that could cause injury.

Conditions

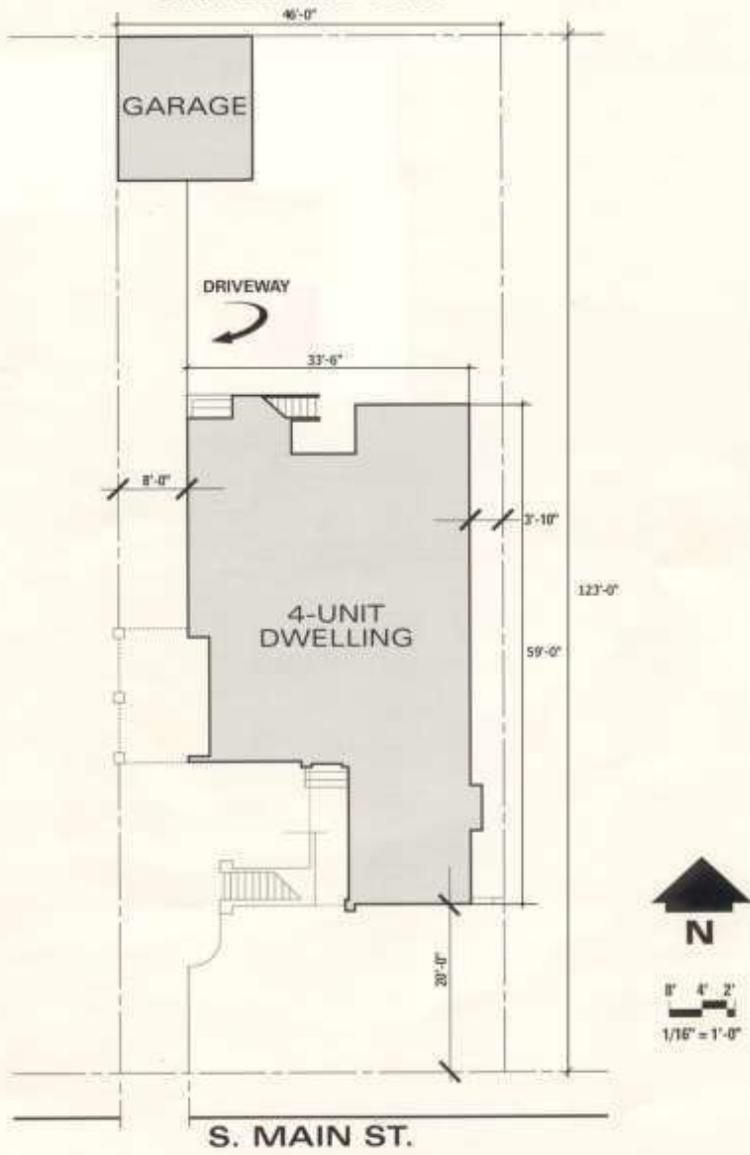
This property agreement provides property tax reduction in exchange for agreement to rehabilitate and maintain an historic building's fabric and character. Existing condition not in conformance with the secretary of the Interior's Standards may be required to be removed and the original conditions remedied as part of this contract.

**APPENDIX C:
SAMPLE REHABILITATION/RESTORATION/MAINTENANCE PLAN**

Item No.	Building Feature:	Estimated Cost: (rounded to nearest \$)	Detailed Description of the Work:	Year to be Completed:
1.	Exterior Paint	\$10,000	Patch, repair and re-paint entire exterior wall surfaces of house and garage.	2022
Item No.	Building Feature:	Estimated Cost: (rounded to nearest \$)	Detailed Description of the Work:	Year to be Completed:
2.	Windows	\$7,300	Repair all original windows and replace non-original windows with historically appropriate window.	2022
Item No.	Building Feature:	Estimated Cost: (rounded to nearest \$)	Detailed Description of the Work:	Year to be Completed:
3.	Plumbing	\$10,000	Copper repipe entire house.	2023
Item No.	Building Feature:	Estimated Cost: (rounded to nearest \$)	Detailed Description of the Work:	Year to be Completed:
4.	Roof	\$20,000	Re-roof house.	2024
Item No.	Building Feature:	Estimated Cost: (rounded to nearest \$)	Detailed Description of the Work:	Year to be Completed:
5.	Electrical	\$15,000	Replace knob-and-tube wiring.	2025
Item No.	Building Feature:	Estimated Cost: (rounded to nearest \$)	Detailed Description of the Work:	Year to be Completed:
6.	Front porch	\$20,000	Repair settling front porch.	2026
Item No.	Building Feature:	Estimated Cost: (rounded to nearest \$)	Detailed Description of the Work:	Year to be Completed:
7.	Seismic Retrofit	\$5,000	Bolt foundation to house.	2027

APPENDIX D

SAMPLE SITE PLAN



S. MAIN ST.

123-126 SOUTH MAIN ST.

APPENDIX E: CERTIFICATE OF APPROPRIATENESS SUBMITTAL CHECKLIST



PASADENA PERMIT CENTER – DESIGN & HISTORIC PRESERVATION

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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 materials or muntin patterning of windows and doors or to the sizes of their 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.



Information Packet & Submittal Checklist for
CERTIFICATE OF APPROPRIATENESS

- 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, replacement windows and doors matching the size, design and materials of the existing or original windows and doors 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.

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.

Table with 3 columns: Category of Review, Type of Historic Resources in Category, and Review Authority. It details the review process for Category 1 and Category 2 historic resources.



Information Packet & Submittal Checklist for
CERTIFICATE OF APPROPRIATENESS

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:

checkbox

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.

checkbox

PLANNING DIVISION MASTER APPLICATION FORM One printed copy

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).

checkbox

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.

checkbox

PROJECT NARRATIVE One (1) 8 1/2" x 11" copy

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.

checkbox

PHOTOGRAPHS One (1) 8 1/2" x 11" copy

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.



Information Packet & Submittal Checklist for
CERTIFICATE OF APPROPRIATENESS

- CERTIFICATE OF APPROPRIATENESS DRAWINGS PACKAGE One (1) 11" x 17" copy (Additional 11"x 17" copies may be required for Historic Preservation Commission reviews, subsequent to initial application submittal)
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.
Existing Site Plan including the following information and clearly indicating any structures, building walls or existing site features proposed to be removed:
Proposed Site Plan including the following information:
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:
Proposed Floor Plans for each floor of buildings proposed to be affected by the project, including the following information:
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:



Information Packet & Submittal Checklist for
CERTIFICATE OF APPROPRIATENESS

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 One (1) 8 1/2" x 11" copy

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.



PASADENA PERMIT CENTER – DESIGN & HISTORIC PRESERVATION

www.cityofpasadena.net/permitcenter

Information Packet & Submittal Checklist for **CERTIFICATE OF APPROPRIATENESS**

- NEIGHBORHOOD COMPATIBILITY WORKSHEET** *One (1) 8 ½" x 11" copy*
 - 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, historical drawings or images, samples of existing materials, etc.

APPENDIX F: SAMPLE ANNUAL SELF-CERTIFICATION FORM

**Historic Property Contract (Mills Act) Work Program Item Completion
Self-Certification Form**

Instructions: Please complete this form and email it along with required documentation to DHPquestions@cityofpasadena.net. This form shall be provided to the City upon completion of each work item no later than January 31st of the year following required completion of one or more work items listed in your Historic Property Contract. Please complete a separate form for each work item.

Property Address:	
Year of Mills Act Contract Recording:	
Date of self-certification:	
Project description as listed in the recorded Historic Property Contract	

Completion certification:

The above-referenced project has been completed. Please find attached relevant records (finalized permits, paid invoices, before and after photographs etc...) demonstrating completion of the work program item.

OR, Request for time extension:

The above referenced work was not completed this year because: _____

An extension to the year: _____ is requested.

Please note that a request for an extension will not be automatically granted. Staff will evaluate the request and respond in writing with a determination as to whether the request has been granted.

If other work program changes are requested, please email DHPquestions@cityofpasadena.net to discuss your request in more detail prior to submitting this form.

The undersigned property owners or authorized signators verify that all above information is accurate to the best of our knowledge.

Signature(s): _____ Date: _____

Print Name(s): _____