



**RESEARCH OR PRELIMINARY HISTORIC RESOURCE EVALUATION**

**Notes:**

In addition to this application, a completed **Planning Division Master Application Form** is also required.

Design & Preservation staff cannot make determinations about the legality of **non-permitted alterations**. Code Enforcement (626-744-4633) is responsible for this determination.

**Instructions:**

Complete this form to request **research** of a property (information such as construction date, cost of construction, architect, builder, original owner, date of additions, etc.) or a **preliminary evaluation** of the significance of a building or site. Request for evaluation will indicate research conducted and explain staff's preliminary analysis.

**Check box to indicate whether request is for:**

- Research
- Preliminary Evaluation of Historic Significance

**Site address:** \_\_\_\_\_

**Purpose of request:** \_\_\_\_\_

**Description of project proposed on the site, if applicable:** (including demolition, relocation or alteration of existing structures and new construction or attach copy of description from Environmental Assessment Form if an application for Preliminary Plan Check or other land-use entitlement has been submitted)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For requests for preliminary evaluation, attach the following:**

- Clear photographs of all elevations of all existing buildings on the site (digital photographs are acceptable, either on disc or submitted via email);
- For evaluations associated with a new construction project that will replace or alter existing buildings:
  - 8.5 x 11 (minimum) sketch plan of existing site plan, including major landscape features adjoining street(s), type of adjoining property (e.g. commercial, residential, vacant);
  - One set of plans or specification for proposed additions, alterations or new construction.