

Certificate of Appropriateness Review Packet

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When a Certificate of Appropriateness is Required

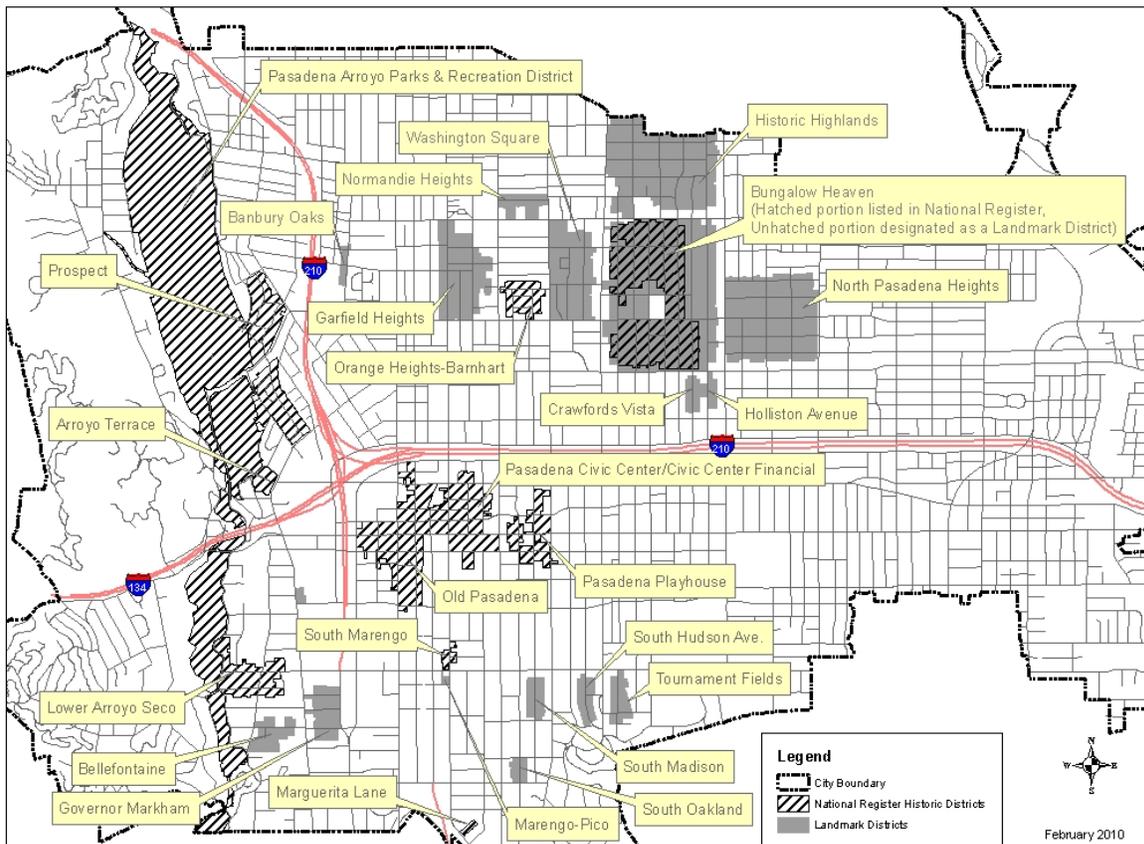
Certificates of Appropriateness are required for projects that may affect the significance of a historic resource. The Historic Preservation Commission or the Planning Director (staff) conducts these reviews. To know if a Certificate of Appropriateness (permit) is required, you will need to know the **type of historic resource** that will be affected (discussed below) as well as the **type of project** (see page 2). The chart at the top of page 3 may help you find the applicable review procedure. If your project requires an application for a Certificate of Appropriateness, a submittal checklist is on page 3. The commission or staff reviews applications for compliance with the City's adopted guidelines for the preservation of historic resources (page 4). The City also requires that a project for new construction obtain a building permit before the City can issue a permit for demolition of the main building on a project site. This requirement for a replacement building permit is explained on page 4. (Note: in the Central District, the Design Commission conducts historic preservation reviews.)

Type of Historic Resource

Historic resources that are protected 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 websites are available to members of the public to find this information about their property:

- Database of designated and recently surveyed properties:
<http://www.cityofpasadena.net/chrid>
- List of all designated properties:
<http://www.ci.pasadena.ca.us/planning/deptorg/dhp/pdfs/CombinedDesignations.pdf>
- Historic resources surveys (including map of survey areas):
<http://www.ci.pasadena.ca.us/planning/deptorg/dhp/hrsurvey.asp>

Below is a map of the city's designated landmark and historic districts:



Type of Project

Major or minor projects, as defined below, affecting a historic resource may require a Certificate of Appropriateness.

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

- a. Any demolition or relocation of a structure or object, or removal of a significant feature of a historic resource, including significant interior fixtures designed by the firm of Greene and Greene.
- b. Any undertaking requiring a permit that significantly alters or changes the street-facing elevation or side elevations of a historic resource, including major changes to windows and doors or 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.
- c. Any addition of square footage to a building elevation that faces a street.
- d. Front yard fences and walls in a historic or landmark district (excluding retaining walls), including those proposed on non-contributing properties.
- e. New construction in a designated landmark and or historic district except for accessory structures.
- f. Demolition of a non-contributing building in a designated landmark or historic district.
- g. Any addition of a height greater than that of the existing building, if the addition is visible from the street.

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

- a. Any demolition or removal of insignificant exterior features of a historic resource, including additions, windows, doors, and exterior siding material that is non-original or otherwise lacking in historic integrity.
- b. 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, replacement windows and doors matching the design and materials of the existing or original windows and doors (when it is infeasible to repair) and minor additions on secondary elevations and replacement windows and doors on secondary elevations.
- c. Any undertaking to the environmental setting of a designated historic resource that is individually designated as a landmark or historic monument or individually listed in the National Register if the environmental setting is significant to the historic resource and has been defined as significant in the designation report for the historic resource.
- d. In designated districts, demolition and alteration of garages and other accessory structures built within the the period of significance on both contributing and non contributing properties and new construction of such structures on any designated historic property (districts and individual properties).
- e. Any addition on a non-street-facing side elevation or rear elevation if visible from a public right-of-way.
- f. Any undertaking not requiring a permit that materially alters significant features of a historic resource or that may have an adverse effect on the significance of a historic resource, including replacement of windows and doors in existing openings, resurfacing exterior finishes (e.g., plaster cement in a radically different texture), or abrasive cleaning of masonry.
- g. Substantial alterations to non-contributing buildings.
- h. For non-contributing buildings that could be rehabilitated to become contributing, minor alterations including 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 of the district, these types of projects are exempt from review.
- i. Side yard fences and walls and driveway gates in a historic or landmark district (excluding retaining walls).
- j. Any undertaking determined minor by the Director.

Historic Preservation 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 Body
Category 1 Review	All designated historic resources and districts (local, state and national).	Demolitions and major projects outside of the Central District reviewed by HPC. Minor projects reviewed by staff. Projects in the Central District require design review under a different procedure (visit the following website for more information: http://ww2.cityofpasadena.net/planning/deptorg/dhp/homedhp1.asp).
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 affecting eligible individual properties reviewed by staff. Minor projects not reviewed.

Possible Certificate of Appropriateness Decisions

The review body may approve, approve with conditions, or deny projects under Category 1 procedures. Category 2 procedures allow the review body to approve projects, approve with conditions or delay projects for up to 180 days to identify project alternatives or to initiate the designation process.

Decisions made by staff may be appealed to the HPC and decisions made by the HPC may be appealed to City Council. The Historic Preservation Commission may call for review any decision by the staff, and the City Council may call for review any decision by the staff or the Commission.

Submittal Checklist for an Application for a Certificate of Appropriateness

Items on this submittal checklist should be submitted with the application. Incomplete submittals will delay reviews.

- A. **Application form**
- B. **Public notice information** – affidavit of installation of public hearing notice sign (**required only for projects reviewed by the HPC** – see chart on page 2).
- C. **Photographs**
Color photographs are required. Photographs must be identified with the project number or site address and include a photo key, if possible. Please include clear views of the existing building(s) affected by the proposed project, 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. Digital photographs—on disc or submitted via email—are acceptable.
- D. **Plans and elevations (only for new construction, additions and relocations)**
 1. Site plans must depict existing development features and all proposed changes under consideration. Elevation drawings, color and materials boards and landscape plans are required for projects involving new construction, alterations or additions. All drawings must be accurate and to scale.
 2. For projects reviewed by the HPC, submit one full size set and 13 reduced copies of the plans and elevations. Reductions must be legible.
 3. For projects reviewed only by staff, submit one full size set and one reduced copy of the plans and elevations. Reductions must be legible.
 4. For large projects, the staff may also request additional information, such as wall sections, details, color/material board, product samples, roof plans, eye-level perspective drawings, a model, and/or virtual illustration.

E. Application fees

Application fees are required to cover the costs of staff review of Certificates of Appropriateness. Fees vary by the type of review and change annually. Please consult with Design and Historic Preservation staff to determine the amount of the application fees for your project. Applications for properties that are designated historic resources are exempt from payment of application fees. The city's adopted fee schedule can be viewed at www.cityofpasadena.net/finance/fees_and_tax_schedules.

Design Guidelines for Historic Resources

All decisions about alterations, additions and rehabilitations to historic structures are based on the Secretary of Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings. The full text of these standards may be found on the National Park Service's website at <http://www.cr.nps.gov/hps/tps/standguide/index.htm> or at window 4 of the City of Pasadena Permit Center at 175 N. Garfield Avenue. Projects in landmark or historic districts are also reviewed according to the City's adopted Design Guidelines for Historic Districts, which are based on the Secretary of Interior's Standards. This document may be viewed on the City's historic preservation website (<http://www.cityofpasadena.net/planning/deptorg/dhp/homedhp2.asp>).

Replacement Building Permit Requirement

The Pasadena Municipal Code specifies that no primary structure on a property may be demolished without first obtaining a building permit for a replacement project or structure. The Code also establishes a review procedure for applicants requesting relief from this requirement. To request relief from this requirement, an applicant must file an application and pay the required fee. Upon receipt of the application, staff will schedule a public hearing before the HPC for a determination. For buildings ineligible for a historic designation, the staff may conduct these reviews without a public hearing.

In order to obtain an approval for relief from this requirement, the HPC (or staff) must make the following findings:

1. The structure to be demolished is not a designated historic resource or a resource eligible for designation (excluding noncontributing structures in landmark districts and historic districts).
2. The demolition does not result in the loss of habitable dwelling units on a property zoned for residential use.
3. The proposed demolition would not result in the disruption of a continuous grouping of architecturally significant structures or create an inappropriate void in the existing architectural or visual character of the area.

In lieu of the above findings, the HPC (or staff) may make the following single finding:

- The granting of relief from replacement building permit requirement serves an overriding public benefit and will not be detrimental or injurious to property or improvements in the vicinity of the project site, or to the public health, safety or general welfare.

Contact Information

Additional information may be obtained from the following sources:

- Website – www.cityofpasadena.net/historic
- In Person - 175 N. Garfield Avenue, window 4
- Telephone - (626) 744-4009