



# CERTIFICATE OF APPROPRIATENESS HISTORIC RESOURCE DESIGNATIONS & DEMOLITIONS

CASE NUMBER:
DATE FILED:
ASSOCIATED CASES:

## 1. APPLICANT INFORMATION

APPLICANT NAME	PHONE
STREET ADDRESS	FAX
CITY, STATE, ZIP CODE	EMAIL

## 2. APPLICATION PURPOSE

**APPLICATION FOR:**

LOCAL HISTORIC ELIGIBILITY DETERMINATION

LOCAL HISTORIC DISTRICT DESIGNATION

LOCAL HISTORIC LANDMARK DESIGNATION

DEMOLITION OF HISTORIC AND/OR UNEVALUATED RESOURCE

## 3. PROPERTY LEGAL DESCRIPTION

ADDRESS OF PROPERTY BEING EVALUATED	ASSESSOR'S PARCEL NUMBER(S)
PROVIDE A COPY OF THE CURRENT DEED TO THE PROPERTY	

## 4. HISTORIC RESOURCE EVALUATION

FOR LOCAL LANDMARK AND ELIGIBILITY DETERMINATIONS ONLY, PLEASE COMPLETE THE "BUILDING, STRUCTURE & OBJECT HISTORIC RESOURCE EVALUATION AND NOMINATION" FORM. THE CITY OF WHITTIER WILL CONTRACT WITH AN INDEPENDENT PROFESSIONAL HISTORIAN TO EVALUATE THE POTENTIAL HISTORIC SIGNIFICANCE OF ALL UNEVALUATED BUILDINGS/STRUCTURES/OBJECTS PROPOSED FOR DEMOLITION AS WELL AS FOR ALL PROPOSED NEW HISTORIC DISTRICTS.

**THE APPLICANT WILL BE RESPONSIBLE FOR ALL ADMINISTRATIVE CONTRACT COSTS IN ADDITION TO THIS APPLICATION FEE.**



**CERTIFICATE OF APPROPRIATENESS  
HISTORIC RESOURCE AND DEMOLITION REQUESTS  
APPLICANT INFORMATION**

**5. OWNER'S AFFIDAVIT**

This affidavit allows the applicant identified on the previous page to act on behalf of the property owner. The Planning Division will assume the applicant will represent the project at all required public hearings. Although the owner will receive notices of all public hearings, all project correspondence will be sent to the designated project applicant. **Owner agreements are not acceptable in lieu of signature.**

<p>I/We, the owner of the property in subject, hereby authorize (if applicable) _____ to:</p> <p style="text-align: center;"><b>APPLICANT'S NAME</b></p> <p><input type="checkbox"/> Make an application for Certificate of Appropriateness for the subject property and/or;</p> <p><input type="checkbox"/> Act for me in my place and stead at any and all meetings connected with this application, and to take such action as deemed advisable in connection with this application.</p> <hr style="width: 100%;"/> <p>_____ Property Owner's Signature</p> <p style="margin-left: 250px;">_____ Date</p> <hr style="width: 100%;"/> <p>_____ Print Name</p>	<p>LEGAL PROPERTY OWNER'S NAME</p> <hr/> <p>STREET ADDRESS</p> <hr/> <p>CITY, STATE, ZIP CODE</p> <hr/> <p>PHONE</p> <hr/> <p>EMAIL</p> <hr/>
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<p><b>STAFF USE ONLY</b></p> <p>RECEIVED BY: _____</p> <p>DATE (MM/DD/YYYY) _____</p>	<p><b>FEE</b></p> <p>RECEIVED <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <hr/> <p><b>\$ RECEIVED</b></p>
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**CITY OF WHITTIER**  
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Whittier, CA 90602-1772  
Phone (562) 567-9320 Fax (562) 567-2872  
[www.cityofwhittier.org](http://www.cityofwhittier.org)

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## APPLICATION REVIEW



### Application Process Q & A

#### **What happens after the application is submitted?**

When you submit your application package, a staff planner will be assigned to your project. The planner will check your application for completeness. State Law allows cities 30 days to review an application for completeness. We will notify you in writing of any outstanding items.

#### **After the application is deemed complete, what is the review procedure?**

Once staff is able to deem your application complete, the application will be scheduled for public hearing before the Historic Resources Commission. At least ten days prior to the public hearing, planning staff will mail out a public notice to you, the applicant, and to the owners of all contiguous properties to inform them of the public hearing. Your case planner will also prepare a staff report, which will be available to you approximately three to four days prior to the public hearing.

#### **What takes place at the hearing?**

At the public hearing, the Historic Resources Commission will consider your application, including the research materials, exhibits and the staff report. Planning staff will briefly summarize the project, after which you, the applicant, will be able to address the Commission. There will also be an opportunity for any interested person from the public to address the Commission. At the conclusion of the hearing, the Commission will take one of three actions: recommend approval of the application to the City Council; continue consideration of the application to a future date; or recommend denial of the application to the City Council.

After a recommendation is made by the Historic Resources Commission, the application may be scheduled for a public hearing before the City Council. If so, the Council will take final action on the application after considering the recommendation by the Historic Resources Commission, all staff report materials and any and all public comments. Decisions made by the City Council are final.

#### **When does the Historic Resources Commission and City Council meet?**

The Historic Resources Commission regularly meets on the second Wednesday of each month at 7:00 p.m., in the Council Chambers of City Hall, on the second floor. The City Council regularly meets on the second and fourth Tuesday of every month, at 6:30 p.m., in the same location.



# CITY OF WHITTIER

## BUILDING, STRUCTURE, & OBJECT HISTORIC RESOURCE EVALUATION AND NOMINATION FORM

Page \_\_\_\_ of \_\_\_\_

### Instructions:

Please neatly print or type on this form. Use *Continuation Sheets*, as necessary, for additional space.

Use a separate evaluation form for each building/structure/object evaluated, even if it is on the same property.

Complete all information requested on this form to the greatest extent possible.

Resource Name or Proposed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address of the location of the Building/Structure/Object: \_\_\_\_\_

L.A. County Assessor's Parcel No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**1. Justification of local historic significance (check all that apply):**

- a) Particularly representative of a distinct historical period, type, style, region or way of life.
- b) Connected with someone renowned, important, or a local personality.
- c) Connected with a use that was once common, but is now rare.
- d) Represents the work of a master builder, engineer, designer, artist or architect whose individual genius influenced his age.
- e) The site of an important historic event, or associated with events that have made a meaningful contribution to the nation, state or city.
- f) Exemplifies a particular architectural style.
- g) Exemplifies the best remaining architectural type of a neighborhood.
- h) Embodies elements of outstanding attention to architectural or engineering design, detail, material or craftsmanship.
- i) Has a unique location, singular characteristic, or is an established and familiar visual feature of a neighborhood, community or the city.

**2. Original (historic) use of the nominated resource:** \_\_\_\_\_

**3a. Present use(s) of the nominated resource:** \_\_\_\_\_

**3b. Resource attributes:**  Residential  Commercial  Industrial  Institutional  Other (specify) \_\_\_\_\_

**3c. Resource type:**  Building  Accessory Structure  Object (specify) \_\_\_\_\_  Other (specify) \_\_\_\_\_

**4. Architectural style of building/structure:**  Queen Anne Victorian;  Folk Victorian;  Transitional/Foursquare;  
 Craftsman/Craftsman Bungalow;  Tudor Revival;  Colonial Revival;  Spanish Eclectic/Colonial;  
 Spanish Mission;  Beaux Arts;  Art Deco;  Art Moderne;  Minimal Traditional;  Google.  
 Other architectural style (specify) \_\_\_\_\_  
 Unknown  
 Not Applicable

**5a. Architect** (if known): \_\_\_\_\_ **5b. Builder** (if known): \_\_\_\_\_

**5c. Was the building/structure/object moved from its original location?**  Yes (Date): \_\_\_\_\_  No  Unknown

**5d. Original construction location (if applicable):** \_\_\_\_\_

# CITY OF WHITTIER

## BUILDING, STRUCTURE, & OBJECT HISTORIC RESOURCE EVALUATION AND NOMINATION FORM

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- 5e. Specify the source references/citations for the information listed on Lines 5a, 5b, 5c, and 5d above. (Cite the title and author (if applicable) of all primary and secondary materials referenced, including all page number(s) and where the material sources were obtained.)
- 6a. Discuss the building/structure/object's construction history. (Cite the construction date, all alterations, and the date of each alteration, if known. Use additional *Continuation Sheets*, as necessary).
- 6b. Specify the source references/citations used for the construction history narrative on Line 6a, above. (Cite the title and author (if applicable) of all primary and secondary materials referenced, including all page number(s) and where the material sources were obtained.)
- 7a. Discuss the building/structure/object's history. (Identify all known people, events, and significant details associated with the the building/structure/object, as applicable. (Use additional *Continuation Sheets*, as necessary).
- 7b. Specify the source references/citations used for the history narrative on Line 7a, above. (Cite the title and author (if applicable) of all primary and secondary materials referenced, including all page number(s) and where the material sources were obtained.)

# CITY OF WHITTIER

## BUILDING, STRUCTURE, & OBJECT HISTORIC RESOURCE EVALUATION AND NOMINATION FORM

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8. Provide a written historic context for a defined historical period of time that explains what significant aspects/patterns of local, regional or national history ("historic themes") occurred that shaped or influenced the built environment for the geographic region that resulted in the development of the nominated resource. Why were these historic influences important? Please identify the property type the nominated resource represents, how/why it is directly associated with an important historical event or pattern of history, and why the nominated resource is an important representation of its property type during its identified period of significance. Be sure to articulate what the important character defining features (attributes) the nominated resource should possess for its property type to enable it to adequately convey its historic importance during its period of significance. (Please cite all reference materials used for the historical context).
9. Discuss the existing integrity of the building/structure/object based on the important character defining features you believe still remain or are associated with the nominated resource's property type. Integrity is the ability of a resource to convey its historic significance based on the essential attributes the resource must possess, as identified in the historic context statement. The seven aspects of historic integrity include: location, design, setting, materials, association, feeling, and workmanship.

# CITY OF WHITTIER

## BUILDING, STRUCTURE, & OBJECT HISTORIC RESOURCE EVALUATION AND NOMINATION FORM

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10. Attach color or digital photographs to this form (that are a minimum of 8-1/2" x 11") of all four elevations of the building/structure/object. Include additional photographs, as necessary, to clearly represent the important character-defining features and/or any other significant aspects of the building/structure/object. Include a reference site plan to illustrate the direction of where each photograph was taken.
11. Attach a site plan of the property on which the building/structure/object is located that includes: a) the address of the property; b) a north arrow; c) the property dimensions; d) the location of all adjacent streets and alleys; e) the location of the building/structure/object on the property that is being evaluated; f) the dimensions of the building/structure/object; g) the setback of the building/structure/object from the adjacent on-site property lines; h) identify all known additions to the building/structure/object being evaluated; and i) identify any/all other buildings/structure/objects on the property (regardless of their age).
12. Submit a one hard copy (i.e., a photocopy, photograph etc.) of all documented sources of information cited in the preparation of this evaluation and attach it to this form.
- 13a. Person who prepared this evaluation: \_\_\_\_\_  
Print Name
- 13b. Signature \_\_\_\_\_
- 13c. Contact Information (address, phone number e-mail address): \_\_\_\_\_

-THE END-

# CITY OF WHITTIER

## BUILDING, STRUCTURE, & OBJECT HISTORIC RESOURCE EVALUATION AND NOMINATION FORM

Page \_\_\_\_ of \_\_\_\_

### Site Plan Sheet (Attachment for Line 11)

Property address: \_\_\_\_\_



# CITY OF WHITTIER

## BUILDING, STRUCTURE, & OBJECT HISTORIC RESOURCE EVALUATION AND NOMINATION FORM

Page \_\_\_\_ of \_\_\_\_

### **Continuation Sheet** (To be used for any additional space need for any line item.)

Continuation of Line Item No. \_\_\_\_: