



HISTORIC RESOURCE NOMINATION
 Application Submittal Checklist

The following materials are required at minimum in order to submit an application to nominate a property to become designated as a historic resource. Additional materials may be required by the Director of Planning and Building Services depending on the complexity of the project.

- PLANNING APPLICATION FORM**
- PLANNING AND ENVIRONMENTAL REVIEW FEE**
- LEGAL DESCRIPTION** - Provide a legal description prepared by a licensed land surveyor or a registered civil engineer for each nominated property.
- DPR FORMS** - Provide California Department of Parks and Recreation 523A Primary Record and 523B Building Structure and Object Record (DPR) forms completed by a qualified historical consultant for each property nominated.
- STATEMENT** - Provide a written statement stating the nominated resource's historic name, common name, original owner name, original use of property, architect name, construction date, architectural style, acreage, physical condition of property and explanation of how the characteristics of the proposed resource meet whichever of the following:
 - It exemplifies or reflects valued elements of the City's cultural, social, economic, political, aesthetic, engineering, archeological, or architectural history.
 - It is identified with persons or events important in local, state, or national history.
 - It reflects significant geographical patterns, including those associated with different eras of settlement and growth, particular transportation modes, or distinctive examples of park or community planning.
 - It embodies distinguishing characteristics of an architectural style, type, period, or method of construction, or is a valuable example of the use of indigenous materials or craftsmanship.
 - It is representative of the notable work of a builder, designer, or architect whose style influenced the City's architectural development.
- ADDITIONAL INFORMATION** - In addition to the items listed above, the applicant may submit any other available information such as drawings, photos, etc.

- PLANNING DIVISION USE -	
Project:	Notes:
Location:	
Staff :	
Date:	