



# CITY OF SOUTH PASADENA

## PLANNING & BUILDING DEPARTMENT

1414 Mission Street • South Pasadena, CA • 91030 • (626) 403-7220

### CITY LANDMARK or HISTORIC DISTRICT NOMINATION

#### APPLICATION FORM

Case No:

\_\_\_\_\_ - LHD

Business License Current

Office Use Only

**ATTENTION ALL ARCHITECTS, DESIGNERS, AND DESIGN PROFESSIONALS:**

Per the South Pasadena Municipal Code Chapter 18, any person who transacts or carries on any business, trade, profession, calling or occupation in the City (regardless of the city in which your office is located), whether or not for profit or livelihood, must first obtain a license from the City. Failure to apply for a business license prior to beginning work may result in late fees. Business license applications are available at the Finance Department. Please note that Planning applications will not be processed until a business license is obtained.

#### **SECTION A: Landmark Property Information (for Landmark nominations of individual properties)**

Project Address: \_\_\_\_\_

Property Type: \_\_\_\_\_

Historic Name: \_\_\_\_\_

Potential/Registered Historic District: \_\_\_\_\_

Assessor Parcel No.: \_\_\_\_\_

Architect(s): \_\_\_\_\_

Builder: \_\_\_\_\_

Original Use: \_\_\_\_\_

Current Use: \_\_\_\_\_

Architectural Style: \_\_\_\_\_

Architectural Period: \_\_\_\_\_

Construction Materials: \_\_\_\_\_

Date Structure Built: \_\_\_\_\_ Historic Evaluation Code: \_\_\_\_\_

## SECTION B: Historic District Information (for District nomination)

Fill out the table below for all properties to be included in the district, including non-contributors. Use additional sheets if necessary.

Address	Non-Contributor/ Contributor	Building Type	Year Built	Architectural Style	Historic Evaluation Code	Assessor Parcel Number

**SECTION C: Property Owner Information (Landmark Nomination)**

**HISTORIC OWNERSHIP INFORMATION**

Original Owner's Name: \_\_\_\_\_

Other Significant Owner's: \_\_\_\_\_

**CURRENT PROPERTY OWNER INFORMATION**

**Owner's Name:** \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Telephone (Business): \_\_\_\_\_ Telephone (Home): \_\_\_\_\_

E-mail: \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Telephone (Business): \_\_\_\_\_ Telephone (Other): \_\_\_\_\_

E-mail: \_\_\_\_\_

**SECTION D: Owner's Consent (for individual Landmark nomination)**

If you, as owner(s), support the designation of your property as an Historic Landmark, please so signify in the space below:

***I/we certify that I/we am/are the owners of the property being hereby nominated for designation as an Historic Landmark under the Cultural Heritage Ordinance of the City of South Pasadena, California and hereby consent to said designation of the property as an Historic Landmark.***

\_\_\_\_\_  
Owner's Name (print)

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Name (print)

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**SECTION E: Owner's Consent** (for inclusion into an Historic District)

If you, as owner(s), support the designation of your property into the nomination of the Historic District, please so signify in the space below:

***I/we certify that I/we am/are the owners of the property being included within the Historic District Boundaries being hereby nominated for designation as a Registered Historic District under the Cultural Heritage Ordinance of the City of South Pasadena, California and hereby consent to said designation of the property as part of said Historic District.***

Owner Name	Owner Signature	District Property Address	Date

## SECTION F: Proponents/Supporters

If there are any known individuals or organizations that have expressed support for the nomination of your property as an Historic Landmark, or support the Historic District nomination, please fill out their information below (use additional sheets if necessary):

_____ Name (print)	_____ Signature	_____ Address/Organization
_____ Name (print)	_____ Signature	_____ Address/Organization
_____ Name (print)	_____ Signature	_____ Address/Organization
_____ Name (print)	_____ Signature	_____ Address/Organization
_____ Name (print)	_____ Signature	_____ Address/Organization
_____ Name (print)	_____ Signature	_____ Address/Organization

## SECTION G: Property/District Description

### NARRATIVE DESCRIPTION

Provide a descriptive narrative of the subject property or District and any information pertinent to its historic significance including significant exterior and interior architectural features, significant owners, occupiers, visitors, and significant uses or events that took place there (use additional sheets if necessary).

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**ADDITIONS / MODIFICATIONS (for each contributing property, or proposed Landmark)**

Provide a dated and detailed list of the subject property's construction history of any additions, modifications and/or alterations that are based on fact through building permit records, County Assessor records, photographs and/or an Architectural Historian's report (use additional sheets if necessary).

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**PRESENT CONDITION**

Describe the current condition of the subject property/District including the exterior, interior, and site conditions. Also, describe the neighborhood context.

**Exterior Condition:** \_\_\_\_\_

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**Interior Condition:** \_\_\_\_\_

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**Site Condition:** \_\_\_\_\_

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**Neighborhood Context:** \_\_\_\_\_

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## SECTION H: Designation Criteria

Criteria and standards for the designation of Landmarks shall include any or all of the following as applicable. Please indicate applicability accordingly. Provide a descriptive narrative of the subject property and any information pertinent to its historic significance including significant exterior and interior architectural features of the property, significant owners, occupiers, visitors, and significant uses or events that took place there.

1. Its character, interest or value as a part of the heritage of the community:

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2. Its location as a site of a significant historic event:

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3. Its identification (such as the residence, ownership, or place of occupation, etc.) with a person, persons or groups who significantly contributed to the culture and development of the city, state or United States:

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4. Its exemplification of a particular architectural style of an era of history of the city:

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5. Its exemplification of the best remaining architectural type in a neighborhood:

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6. Its identification as the work of a person or persons whose work has influenced the heritage of the city, the state or the United States:

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7. Its embodiment of elements of outstanding attention to architectural design, engineering, detail design, detail, materials or craftsmanship:

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8. It is either a part of or related to a square, park or other distinctive area which should be developed or preserved according to a plan based on a historic cultural or architectural motif:

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9. Its unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood:

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10. Its potential for yielding information of archaeological interest:

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11. In designating a historic district, its significance as a distinguishable neighborhood or area whose components may lack individual distinction:

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## SECTION I: CEQA & Filing Fees

### CEQA:

Historical resources are recognized as part of the environment and must be given consideration in the California Environmental Quality Act (CEQA) process. For the purposes of CEQA, a “historical resource” includes any structure that is listed in or determined to be eligible for listing in the California Register of Historical Resources or included in a local Register of historical resources.

### FILING FEES:<sup>1</sup>

#### Notes:

1. *A filing fee is required to process an application for the nomination of a Landmark or registration of an Historic District. All fees are subject to change without notice.*
2. *Most projects are exempt from the California Environmental Quality Act (CEQA). However, Planning Staff will review the proposed project to determine if it will have a significant impact on the historic resource or layout of the historic property. Please note that additional CEQA fees may apply if Planning Staff determines that there could be potential impacts to historic resources.*
3. *The Public Noticing Fee does not include the radius map mailing labels. These are to be provided by the applicant at the time of the application submittal.*

## SECTION J: Designation Procedures

Landmarks and Historic Districts shall be established by the City Council in the following manner:

1. The commission, upon its own initiative or upon the written request of any person or city agency, may recommend the designation of any cultural resource in the city as a landmark or historic district.
2. The commission shall appoint a subcommittee of two members (the “landmark subcommittee”) to review all applications for consideration of an improvement, site or natural feature as a landmark or historic district. The landmark subcommittee shall review the application materials and make a preliminary written recommendation, based on such documentation as it may require, as to whether the commission shall consider the improvement, site or natural feature for appropriate designation. The landmark subcommittee, as soon as practicable and prior to the hearing on designation, shall:
  - a. With respect to the proposed designation of a landmark, exercise its best efforts to meet with the owner to obtain such owner's written consent of the proposed designation; and
  - b. With respect to the proposed designation of a historic district, shall have obtained the consent of affected owners in accordance with subsection (a)(4)(D) or (E) of this section. The aforementioned consent shall be obtained by sending a ballot and an impartial opinion of the city attorney to every parcel owner in said district, as to the effect of the designation on the parcels located in the proposed district. The ballot shall provide the owner with the option to consent to or to oppose the proposed historic district designation.

3. If the landmark subcommittee determines that the improvement, site or natural feature, which is the subject of the application, merits consideration by the commission, it shall recommend that the commission place the application upon its agenda for its next regularly scheduled meeting for consideration of such designation.
4. The commission shall notify the director of the pendency of the consideration. No applications for design review shall be accepted by the planning and building department to construct, alter or demolish any property that is not on the South Pasadena inventory of historical resources within a proposed historic district, subsequent to the date of notice to the director by the commission, while proceedings are pending on such designation; provided, however, that after 180 days have elapsed from the date of the notice, if final action on such designation has not been completed, the applications for design review may be accepted by the planning and building department.
5. The commission shall send written notice by certified mail to each directly affected owner of a proposed designation as a landmark or historic district of the date, place, time and purpose of the hearing to consider such designation, at least 20 days prior to the date of the hearing, and shall publish notice of such hearing at least once in a newspaper of general circulation in the city not less than 10 days prior to such hearing.
6. The commission shall provide an opportunity to be heard to each affected owner and other interested members of the public. The commission may, if necessary, continue the consideration of designation to its next regularly scheduled meeting.
7. The commission shall, within 15 days of its hearing regarding designation or of any continued hearing on the designation, recommend approval in whole or in part, or disapproval in whole or in part, of the application, in writing to the city council.
8. The affected owner(s) may object to the decision of the commission by filing with the city clerk a written statement setting forth their objection prior to the hearing before the city council.
9. The city council, upon receipt of the recommendation, shall set the matter for hearing within 30 days of the date of filing of the commission recommendation with the city clerk. The council shall cause written notice of the council hearing to be given by registered mail to each affected owner and shall provide a reasonable opportunity for the owner to be heard at the council hearing. The city council shall render its decision thereon within 30 days after the close of the hearing of the city council.
10. The city shall notify the affected owner in writing of the final action of the city council with respect to the proposed designation and shall give such owner written notice of any further action which it takes with respect to such designation.
11. Failure to send any notice by mail to any affected owner where the address of such owner is not a matter of public record shall not invalidate any proceedings in connection with the proposed designation. The commission and city council may also give such other notice as they may deem desirable and practicable.
12. Upon designation by the city council, the city clerk shall record the city council's declaration in the office of the county recorder of the county.