

Certificate of Appropriateness Instructions

Department of Development Services | Planning Bureau
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CERTIFICATE OF APPROPRIATENESS INSTRUCTIONS

The Cultural Heritage Commission is responsible for the review of all exterior physical changes to designated historic landmarks and all properties located within historic districts, whether or not a building permit is required. This pertains to repainting, restuccoing, and fences. All exterior work is reviewed, even if it can't be seen from the street. Interior alterations are not reviewed unless it affects the exterior. Normally, ordinary maintenance and minor repairs do not require a Certificate of Appropriateness.

Please use the attached application form to describe your project. The project description should list all proposed alterations and include specifications and details regarding the work. Your application shall contain, at a minimum, the following information:

- ✓ Photograph of the subject property
- ✓ Photograph of the specific areas of the building to be modified
- ✓ Clear detailed description of the proposed work
- ✓ Site Plan, where applicable
- ✓ Color samples, from paint supplier (if painting)
- ✓ Brochure or other source of information describing product or material to be used
- ✓ Drawing or rendering to illustrate the proposed change or alteration, if applicable
- ✓ Landscape plan and landscape calculations for additions or hardscape projects.

Environmental regulations according to the California Environmental Quality Act (CEQA) may also require review.

Depending on the scope of work, some projects may be approved by staff, while others will require review by the Cultural Heritage Commission.

If you have further questions or need additional information, please call the City's Historic Preservation Office at 562-570-6437.