



## Procedures for the Certificate of Appropriateness Application

The Cultural Heritage Commission is responsible for review of all exterior environmental changes to designated Historic Landmarks and properties located within designated Historic Districts. Interior alterations, in properties with public access that are specified by ordinance may also be reviewed. Review pertains to all alterations, additions, rehabilitation, new construction, demolition or relocation, whether or not the project otherwise requires a City permit.

The applicant is responsible for ensuring that the proposed project conforms to the City's zoning and building regulations prior to Cultural Heritage Commission review. Environmental regulations according to the California Environmental Quality Act may also require additional review.

Certificates of Appropriateness must meet the following criteria:

1. Will not adversely affect any significant historical, cultural, architectural or aesthetic feature of the Landmark or subject property within the Landmark District and that issuance of the certificate of appropriateness is consistent with the spirit and intent of this chapter.
2. Will remedy any condition determined to be immediately dangerous or unsafe by the Fire Marshal and/or Building Official.
3. Will comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties and Guidelines for Preservation, Rehabilitating, Restoring, and Reconstructing Historic Buildings.
4. Will comply with the Design Guidelines for Landmark Districts, for a property located within a Landmark District.

The following procedures shall be followed by the Cultural Heritage Commission in reviewing applications for a **Certificate of Appropriateness**:

- A. The applicant shall complete the attached application, and include the following material as part of their submittal packet:
  1. Photographs
    - a) Show the subject property by itself and in the context of adjacent properties.
    - b) Provide close-up views of any specific areas under consideration.
  2. Site Plan
    - a) Drawn to scale indicating the property line, building and setback dimensions.
    - b) Delineate new and existing structures.
    - c) Identify streets, North and significant landscape features.
  3. Floor Plans
    - a) Scale drawings with dimensions indicating the overall plan and clearly delineating existing and new exterior walls, doors, windows, patios and stairs.
    - b) This plan can be combined with the site plan on small projects.
  4. Roof Plan
    - a) Scale drawings and identify existing and new roofs.
    - b) Specify existing and proposed roof pitch, dimension roof eaves, and identify roofing materials.
  5. Exterior Elevations
    - a) Scale drawings with dimensions of all sides of the building indicating new and existing height, floor lines and finish grade.

- b) Delineate and identify all exterior finish(es) type, texture and color.
  - c) Delineate and identify all windows and doors including type, materials and detailing.
  - d) Delineate and identify all special or historic features and details.
6. Building Section
    - a) Required in large buildings or additions for clarification.
  7. Landscape Plans
    - a) Required in large buildings or additions for clarification of landscape and hardscape areas.
  8. Secretary of Interior's Standards and Guidelines for Rehabilitation
    - a) All projects for large buildings and additions must use the following checklist to verify project compliance with the Secretary of Interior's Standards. Please complete the attached checklist.
- B. Applications are submitted to the Historic Preservation Office, City Hall 3<sup>rd</sup> floor, 411 West Ocean Boulevard, Long Beach CA 90802. Applications fees are based on the most current fee schedule. Fees may be paid in person or included with the submittal packet if sent by mail. Applications will be given a preliminary review by the Preservation Office and must be submitted 45 days in advance of the hearing date. The Cultural Heritage Commission meetings are held the second Monday of every month.
  - C. For minor alterations or additions that are consistent with the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*, and with the Standards and Guidelines adopted by the City in the designation ordinance, the Preservation Officer may approve such requests administratively.
  - D. For major projects, projects that are inconsistent with the previously referenced guidelines or projects requesting demolition of a historic resource, the Certificate of Appropriateness application shall be placed on the agenda of the Cultural Heritage Commission. **Please see the Cultural Heritage Commission Filing and Hearing schedule for application deadlines. The Cultural Heritage Commission meeting takes place on the last Tuesday of each month at 5:00 P.M.**
  - E. Decisions on the issuance of Certificates of Appropriateness may be appealed to the Planning Commission. Action by the Planning Commission on appeal is final and cannot be appealed to the City Council.
  - F. Environmental review in compliance with CEQA requirements may also be required.

## **SUBMITTAL FORMAT**

All materials should be submitted electronically. Some in-person services maybe available if needed. Please note, walk-ins and wait times in the Development Services Permit Center may vary and, in some cases, customers may be asked to return later the same day. It is highly encouraged for you to email your completed application and attachments to [historicpreservation@longbeach.gov](mailto:historicpreservation@longbeach.gov).

*If you have any questions or need additional information, please call the staff at the City's Historic Preservation Office at 562.570.6194.*

**PLEASE NOTE - IF A CHANGE IN EXTERIOR COLOR IS REQUESTED, PLEASE SUBMIT COLOR SAMPLES AND NOTE THEIR LOCATION (MAIN BODY, TRIM, HIGHLIGHT, ETC.).**

## **SECRETARY OF INTERIOR'S STANDARDS AND GUIDELINES FOR REHABILITATION CHECKLIST**

All large building projects and additions must use the following checklist to verify compliance with the Secretary of Interior's Standards and Guidelines for Rehabilitation. Provide a brief written description showing how the project meets each of the following standards:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
  
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
  
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
  
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
  
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
  
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
  
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
  
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize scale, and architectural features to protect the historic integrity of the property and its environment.
  
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



## Acknowledgement Form

**Project Location:** \_\_\_\_\_ **Long Beach, CA 908**\_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Tel: \_\_\_\_\_

**Property Owner Acknowledgements:**

*The property owner shall defend, indemnify, and hold harmless City and its agents, officers, and employees from any claim, action, or proceeding against City or its agents, officers, and employees to attack, set aside, void, or annul the approval of City concerning the processing of the proposal/entitlement or any action relating to, or arising out of, such approval. At the discretion of the City and with the approval of the City Attorney, a deposit of funds by the property owner may be required in an amount sufficient to cover the anticipated litigation costs. This acknowledgement does not imply project approval.*

*(I/We) the undersigned have read and agree with all the above.*

*(I/We), the undersigned, declare under penalty of perjury under the laws of the State of California that (I am/We are) the owner(s) of the property involved in this application; that the information on all plans, drawings and sketches attached hereto and all the statements and answers contained herein are in all respects true and correct.*

**Owner Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant's Agent/Representative:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Tel: \_\_\_\_\_

**Project Designer/Architect:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Tel: \_\_\_\_\_

**FOR DEPARTMENT USE ONLY BELOW THIS LINE**

Filing Date: _____ Accepted by: _____ Infor No.: _____ Noticing Radius: _____	Assigned Planner: _____ Related Cases: _____ _____ Council District: _____
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To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at [longbeach.gov/lbds](http://longbeach.gov/lbds) and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.



**CERTIFICATE OF APPROPRIATENESS**  
Major (CHC) Project Application

<i>Please print legibly or type</i>	DATE:	PROJECT NO:	CASE NO: <b>COAS</b>
PROJECT ADDRESS (NOT MAILING LIST):		HISTORIC DISTRICT/LANDMARK NAME:	
APPLICANT'S NAME:		PROPERTY OWNER'S NAME:	
APPLICANT'S ADDRESS:		PROPERTY OWNER'S ADDRESS:	
CITY, STATE, ZIP:		CITY, STATE, ZIP:	
TELEPHONE (INCLUDING AREA CODE):		TELEPHONE (INCLUDING AREA CODE):	
APPLICANT'S EMAIL:		PROPERTY OWNER'S EMAIL:	
PRIMARY CONTACT PERSON: <input type="checkbox"/> Applicant <input type="checkbox"/> Property Owner			

*Please check the appropriate boxes below. Only check a box if it accurately and describes your proposed work, otherwise leave boxes blank. In addition, please briefly describe your project noting materials, colors, location, and type of work proposed. Also note the reason for the requested modification.*

**1. PROPOSED PROJECT**

- |   |                                     |                                     |   |
|---|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> New Construction           | <input type="checkbox"/> Relocation | <input type="checkbox"/> Addition   | <input type="checkbox"/> Signage/Awning |
| <input type="checkbox"/> Restoration/Rehabilitation | <input type="checkbox"/> Alteration | <input type="checkbox"/> Demolition | <input type="checkbox"/> Other: _____   |

**2. PROJECT DESCRIPTION**

\_\_\_\_\_  
\_\_\_\_\_

**3. REASON FOR CHANGE(S)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL SQUARE FEET OF THIS PROJECT: COMM: _____ RES: _____ GAR: _____ MISC: _____	VALUATION OF WORK COVERED BY THIS APPLICATION: \$ _____
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*I, the undersigned, declare under penalty of perjury under the laws of the State of California that the information on this Certificate of Appropriateness application is true and correct. In addition, I understand that I cannot proceed with the environmental changes requested in this application unless and until a Certificate of Appropriateness is issued by the Cultural Heritage Commission or the Historic Preservation Officer. I further understand that neither this application nor a subsequently issued Certificate of Appropriateness supersedes the need to obtain the necessary building permits and other applicable permits under the City of Long Beach Municipal Code.*

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

Please mail or email completed application to: [historicpreservation@longbeach.gov](mailto:historicpreservation@longbeach.gov)

**FOR DEPARTMENT USE ONLY BELOW THIS LINE**

CEQA Review:  Exempt  Pending  Completed (note type): \_\_\_\_\_

Issued By: _____ Date: _____	<input type="checkbox"/> Submittal Complete <input type="checkbox"/> Submittal Incomplete <input type="checkbox"/> CHC Date: _____	COA Fee: \$ _____ 8% Surcharge: \$ _____ <b>TOTAL: \$ _____</b>
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