



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
 - c) 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

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 3rd 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 is the second Monday of each month. The Commission meeting takes place in the Long Beach Civic Chambers at 5:30 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 on a USB flash drive, CD or by file transfer to Planning Bureau staff. A paper copy of the Certificate of Appropriateness application form with an original signature is required at the time of filing. One full size and one reduced hard copy set of plans must also be submitted

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

If you have any questions or need additional information, please call the staff at the City's Historic Preservation Office at 562-570-6194.

- 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 the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, 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.