



City of Pomona

CERTIFICATE OF APPROPRIATENESS APPLICATION

FOR ALL HISTORIC PROPERTIES

PROPERTY LOCATION AND ZONING (PRINT OR TYPE)

Property Address: _____ Zip Code: _____

Assessor's Parcel No(s): _____

Cross Streets: _____

PERMIT REQUESTED (PLEASE CHECK ALL APPLICABLE BOXES)

Minor Certificate of Appropriateness Major Certificate of Appropriateness Other: _____

Certificate of Economic Hardship

DESCRIPTION OF PROJECT (Be as specific as possible, attach sheets if necessary)

OWNER / APPLICANT INFORMATION

Property Owner: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Cell / Other Phone: _____ E-mail: _____

Note: Attach additional lists for multiple property owners. If the property owner or applicant is a trust, partnership, corporation or LLC, on a separate sheet, provide a listing of all persons that make-up the trust, partnership, corporation or LLC

Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Cell / Other Phone: _____ E-mail: _____

PROJECT INFORMATION (If Applicable)

Building Information:

Existing Main Structure: _____ sq. ft. Proposed Main Structure: _____ sq. ft.
Existing Accessory Structure(s): _____ sq. ft. Proposed Accessory Structure(s): _____ sq. ft.
No. of Stories: _____ No. of Stories: _____

Property Calculations:

Lot Coverage: _____ sq. ft. _____ % Lot Size: _____ sq. ft. _____
Landscaping: _____ sq. ft. _____ % Pervious Surfaces: _____ sq. ft. _____ %



APPLICATION SUBMITTAL CHECKLIST

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal. This checklist does not determine a project complete for purposes of the Permit Streamlining Act.

Certificate of Appropriateness

- Completed *Certificate of Appropriateness Application*.
- Applicable Filing Fees.
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
- For Window Replacement** please complete the Window Assessment Form for each window.
- For Window Replacement** information, from a licensed contractor or other professional, showing that the windows cannot be repaired.

Guide to Windows on Historic Buildings

The City of Pomona has created a Guide to windows on historic buildings. It contains the requirements, process, replacement requirements, how to repair your windows, and energy efficiency measure you should take prior to replacing your windows. The City recommends reviewing the guide prior to submitting your application to the Planning Division. The Guide is available on the City's website.

- For Additions and New Construction** Three (3) complete sets of plans. Each set shall be stapled together as a single package and folded to 8½"X11". Plans shall include the following:

- Site Plan (Existing and Proposed)
- Floor Plan(s) (Existing and Proposed)
- Roof Plans (Existing and Proposed)
- Elevations (All Sides, Existing and Proposed)
- Landscape Plan (if applicable)
- Demolition Plan (if applicable)

Plans may be submitted digitally in PDF format.

- One (1) color and materials samples mounted on an 8½"X11" board. (if applicable, may be submitted digitally)
- Any other plans or information that the Development Services Director deems necessary to facilitate processing of the application.

Certificate of Economic Hardship

- Cost Estimates. Cost estimates of the proposed construction, alteration, demolition, or removal, and an estimate of the additional cost(s) that would be incurred to comply with the recommendations of the Commission for issuance of a Certificate of Appropriateness.
- Rehabilitation Report. A report from a licensed engineer or architect with expertise in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation.

Market Value Information.

- Estimated market value of the property in its current condition; estimated market value after completion of the proposed construction, alteration, demolition, or removal; after any change recommended by the Commission; and in the case of a proposed demolition, after renovation of the existing property for continued use.
- In the case of a proposed demolition, an estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experiences in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property and its market value for continued use after rehabilitation.
- For income-producing properties, information on annual gross income, operating and maintenance expenses, depreciation deductions and annual cash flow after debt service, current property value appraisals, assessed property valuations, real estate taxes, and any other information considered necessary by the Commission to determine whether substantial evidence of economic hardship exists.
- Remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two years.
- All appraisals obtained within the previous two years by the owner or applicant in connection with the purchase, financing, or ownership of the property.
- Amount paid for the property, if purchased within the previous thirty-six (36) months, the date of purchase, and the party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased, and any terms of financing between the seller and buyer; any listing of the property for sale or rent, price asked, and offers received, if any, within the previous two (2) years.

Any other plans or information that the Development Services Director deems necessary to facilitate processing of the application.