



City of Pomona

HISTORIC DESIGNATION APPLICATION

FOR ALL PROPERTIES

PERMIT REQUESTED (PLEASE CHECK ALL APPLICABLE BOXES)

Local Landmark Designation Local District Designation Determination of Significance

PROPERTY LOCATION - INDIVIDUAL PROPERTIES (PRINT OR TYPE)

Property Address: _____ Zip Code: _____

Assessor's Parcel No(s): _____

Cross Streets: _____

PROPERTY LOCATION - DISTRICTS

General District Boundaries: _____

Assessor's Parcel No(s): _____

Cross Streets: _____

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 Architect Project Engineer Project Contractor

Applicant's Representative: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____
Cell / Other Phone: _____ E-mail: _____

Note: Prior to submittal of this application, it is advised that the applicant review the requested proposal with the Planning Division in order to review ordinance requirements and consistency with the General Plan. In completing the application form, please be as accurate and complete as possible.

APPLICANT CERTIFICATION

I hereby certify that the statements furnished in this application and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. In addition, I understand that the filing of this application grants the City of Pomona permission to reproduce submitted materials, including but not limited to, plans, exhibits, and photographs, for distribution to staff, Commission, and City Council Members, and other Agencies in order to process the application, and to make those materials available to the public on the City of Pomona's web site and cable channel, notwithstanding Health & Safety Code § 19851 or any other provision of law. Nothing in this consent, however, shall entitle any person to make use of the intellectual property in plans, exhibits and photographs for any purpose unrelated to the City's consideration of this application.

Signature: _____ Date: _____
Name (*print or type*): _____ Phone: _____

CONSENT BY PROPERTY OWNER

If applicant is other than property owner, owner must sign consenting to filing. Attach additional sheets if necessary. Originals signatures only. Fax copies of owner's signature will not be accepted.

I/We, as the owner(s) of the subject property, consent to the filing of this application. We further consent and hereby authorize City representative(s) to enter upon my property for the purpose of examining and inspecting the property in preparation of any reports and/or required environmental review for the processing of the application(s) being filed. Attach additional sheets if necessary.

Signature(s) Name(s) (please print or type) Date

Note: This application being signed under penalty of perjury and does not require notarization.



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.

Designation / Determination of Significance

- Completed Designation 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.
- Historic Information Form.
- Architectural Description for each property, include character-defining features.

Preserving Pomona: Pomona's Guide to Historic Preservation has architectural style and character-defining feature information in Chapter 2: Pomona's Historic Architecture. It is available on the City's web site.

- Statement of Significance showing why the property is or is not historic and how it meets or does not meet the following designation criteria.
 1. *It exemplifies or reflects special elements of the city of Pomona's cultural, social, economic, political, aesthetic, engineering, architectural, or natural history;*
 2. *The property is identified with persons or events significant in local, state, or national history.*
 3. *The property embodies distinctive characteristics of a style, type, period or*

method of construction, or is a valuable example of the use of indigenous materials or craftsmanship.

4. *The property contributes to the significance of an historic area, being a geographically definable area possessing a concentration of historic or scenic properties or thematically related grouping of properties that contribute to each other and are unified aesthetically by plan or physical development.*
5. *The property is the work of a notable builder, designer, landscape designer, or architect;*
6. *The property has a unique location or singular physical characteristics or is a view or vista representing an established and familiar visual feature of a neighborhood, community, or the City of Pomona.*
7. *The property embodies elements of architectural design, detail, materials, or craftsmanship that represent a significant structural or architectural achievement or innovation.*
8. *The property is similar to other distinctive properties, sites, areas, or objects based on a historic, cultural, or architectural motif.*
9. *The property reflects significant geographical patterns, including those associated with different eras of settlement and growth, particular transportation modes, or distinctive example of park or community planning.*

10. *The property is one of the few remaining examples of the City of Pomona, region, state, or nation possessing distinguishing characteristics of an architectural or historical type of specimen.*

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



Historic Designation Application

HISTORIC INFORMATION FORM

PROPERTY INFORMATION (PRINT OR TYPE)

Present Use: _____

Original Use _____

Architectural Style: _____

Construction Date: _____ Estimated _____ Factual _____

Source of Information: _____ Assessor's Records _____ Building Permit _____ Sanborn Maps

Other: _____

Condition: _____ Excellent _____ Good _____ Fair _____ Deteriorated

Note: *Deteriorated condition does not disqualify a property from being historic*

Alterations: _____

Note: *Use a separate sheet if necessary*