



**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.**



Historic Preservation Application

## 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.

#### Minor Certificate of Appropriateness

- Completed *Minor Certificate of Appropriateness Application*.
- Applicable Filing Fees.
- Two (2) copies of a Site Plan (Show location of all trees to be trimmed or removed and their species, if known)  
Plans may be submitted digitally in PDF format.
- Pictures of the every tree to be trimmed or removed. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF.
- Any other plans or information that the Development Services Director deems necessary to facilitate processing of the application.

**NOTE: All removed trees will be conditioned to be replaced on site or by paying an in-lieu fee that the City will use to plant trees in the neighborhood. The replacement ratio may be greater than one to one, depending on the species and size of the tree to be replaced.**