



CITY OF MONROVIA HISTORIC PRESERVATION

Procedures for CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission is responsible for review of all exterior alterations to or demolitions of Historic Landmarks or a Contributor in a District. An application with accompanying fee shall be submitted to the Planning Division.

The Commission will conduct a public meeting to consider each application. The Commission will issue a Certificate of Appropriateness if it is determined that the following findings can be made with regard to the proposed alteration:

1. It will not adversely affect any significant historical, cultural, architectural or aesthetic feature of the concerned property or the Historic District in which it is located;
2. The proposed change is consistent with or not incompatible with the architectural period of the building;
3. The proposed change is compatible in architectural style with existing adjacent contributing structures in an Historic District;
4. The scale, massing, proportions, materials, colors, textures, fenestration, decorative features and details proposed are consistent with the period and/or compatible with adjacent structures;
5. It will remedy any condition determined to be imminently dangerous or unsafe by the fire department or the building division;
6. In the case of demolition, a building permit has been issued for a replacement structure or project for the property involved; and
7. In the case of demolition, the applicant has submitted evidence to the satisfaction of the Commission that a financial commitment has been obtained by the applicant to assure completion of such replacement structure or project.

The following is required in filing for a Certificate of Appropriateness:

- Completed Certificate of Appropriateness Application.
- Architectural plans, material samples, color samples, photographs and other items necessary to accurately convey proposed work to be approved.
- A fee shall be paid to the City of Monrovia.

If you need any help or have questions, please contact the Planning Division Staff at (626) 932-5565.

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HISTORIC PRESERVATION**

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Site Information

Address: _____
Landmark Number _____
Mills Act Number _____

Owner

Name(s): _____
Address: _____
Phone _____

Architect/Contractor

Name(s): _____
Address: _____
Phone _____

Project Description

Provide a full description of the proposed project, including location on building and reason for alteration.

Context

Indicate how the proposed work is compatible with the original architectural style of the building. If in a Historic District, indicate how the work is compatible with the overall character of the District.

Required Submittals

- Site Plan, Floor Plan, and Elevations of proposed alteration in context with entire structure. Materials and colors must be specified on the plans. Multiple copies of the plans may be requested based on the scope of the work.
- Sample/Color Board.
- Photographs of the subject property showing the entire structure and details of the area(s) to be modified.
- Fee required.

Website Posting Approval

Attention Design Professionals and Owners of a Copyright: Pursuant to SB 1214 and Government Code Section 65102; a local planning agency shall ensure architectural drawings that contain protected information are made available to the public in a manner that does not facilitate their copying.

If your submittal includes architectural drawings containing protected information, please choose one (1) of the following options below:

- Option 1:** I am allowing the City of Monrovia, Planning Division to post the official copyrighted architectural drawings on the City Website (Internet) as a public record.
- Option 2:** I am not allowing the posting of my copyrighted material. I have provided a Site Plan and Massing Diagram¹ for posting on the City Website (Internet) as a public record instead.

Certification: I hereby certify that I am the design professional or the owner of the copyright named herein that I allow the submitted official copyrighted architectural drawings to be posted on the internet as a public record *or* I have provided the Planning Division with a Site Plan and Massing Diagram¹ to post on the internet as a public record.

Date:

(Signature of Design Professional *or* Owner of the Copyright) **If Not Applicable, write N/A.**

Owner Affidavit

I, (we), _____ hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this application and that the foregoing statements and the information submitted herewith are true and correct.

Signature

Signature

¹ "Massing Diagram" means a document that displays the three-dimensional form of a building and describes the general profile, bulk, setbacks, and size of the building, but does not contain specific architectural detail.