



CITY OF MONROVIA HISTORIC PRESERVATION

Procedures for SPECIAL REVIEW

Any alteration or demolition to a Potential Historic Landmark, Contributor to a Historic District or alteration to any building in the Historic Commercial Downtown District shall be reviewed by the Commission to assist the property owner in maintaining the historic character of the site.

Please fill out this form. No fee is required for filing this application, (with the exception noted below*). If you need help filling out the form, please contact a member of the Community Development Department /Planning Division for assistance

The following is required in filing for a Special Review:

- Completed Special Review Application.
- Plans, material samples, color samples, photographs and other items necessary to accurately convey proposed work to be approved
- Fee required (see Planning Division Fee Schedule).

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

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.

**CITY OF MONROVIA
HISTORIC PRESERVATION**

APPLICATION FOR SPECIAL REVIEW

Site Address: _____

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, 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.

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.

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

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