



PLANNING DEPARTMENT

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68-700 Avenida Lalo Guerrero - Cathedral City, CA 92234

(Staff Use Only)

Case No.:

Related Case(s):

HISTORIC PRESERVATION APPLICATION

The completeness of this application, which includes accompanying plans and documents, shall be subject to the review of the Planning Department and Historic Preservation Committee. If you feel a requirement is not applicable to your project, write "N/A." If you have any questions while completing this application, please ask a member of the Planning Department for assistance. **(PLEASE PRINT OR TYPE)**

CHECK APPLICATION TYPE(S) REQUESTED:

- ☐ Historic Designation (\$99) ☐ Certificate of Appropriateness (\$1,854) * ☐ Removal or Downgrade of Historic Designation (\$2,885)

NOTE: There may be additional costs for City provided surveys, studies, or investigations.

(*) A hardship waiver is available, subject to approval by the City. Please see Planning Department staff for additional information on hardship waiver requirements.

PROJECT SUMMARY:

Historic Name (if any):	
Property/Site Address or location:	
Assessor Parcel Number(s):	Is Property located on Tribal Reservation?
Historic Designation Class (if applicable):	Historic Designation Date (if applicable):
Project Description (add extra page(s) if needed):	

FOR HISTORIC DESIGNATION:

Check the box for all applicable criteria for historic designation and provide a brief explanation (add additional pages as needed). Per Chapter 8.62 of the CCMC, a historic site is defined as "any real property, excluding Tribal trust or allotted trust land, such as: a building; a structure, including, but not limited to, archways, tiled areas and similar architectural elements; an archaeological site or object that is determined to be unique or significant pursuant to the procedures in this chapter because of its location, design, setting, materials, workmanship or aesthetic effect and:

CRITERIA	EXPLANATION
<input type="checkbox"/> That is associated with events that have made a meaningful contribution to the nation, state or community; or	
<input type="checkbox"/> That is associated with lives of persons who made meaningful contribution to national, state or local history; or	
<input type="checkbox"/> That reflects or exemplifies a particular period of the national, state or local history; or	
<input type="checkbox"/> That embodies the distinctive characteristics of a type, period or method of construction; or	
<input type="checkbox"/> That presents the work of a master builder, designer, artist, or architect whose individual genius influenced his or her age; or that possesses high artistic value; or	
<input type="checkbox"/> That represents a significant and distinguishable entity whose components may lack individual distinction; or	
<input type="checkbox"/> That has yielded or may be likely to yield information important to national, state or local history or prehistory.	

Historic Significance of Property/Site (add extra page(s) if needed):	
Architect (if applicable):	Builder (if applicable):
Construction Date:	<input type="checkbox"/> Estimated <input type="checkbox"/> Actual (indicate source):
Architectural Style:	

Original Owner:			
Other Notable Past Owners:			
Period of Significance:			
Description of Character Defining Features:			
Existing Uses and/or Structures on Site (add extra page(s) if needed):			
Surrounding Uses:	North:	South:	
	East:	West:	
PROJECT REPRESENTATIVE(S):			
APPLICANT/REPRESENTATIVE			
Name:			
Address:		Telephone No.:	
City:	State:	Zip Code:	
Contact Person:		E-mail Address:	
I certify under penalty of perjury that all the application information is true and correct:			
Applicant's Signature: _____		Date: _____	
PROPERTY OWNER			
Name:		Telephone No.:	
Address:		Fax No.:	
City:	State:	Zip Code:	
Contact Person:		E-mail Address:	
I certify under penalty of perjury that all the application information is true and correct:			
Owner's Signature: _____		Date: _____	
All signatures of the property owner(s) must be notarized. Add extra pages if needed for multiple owners.			
Date/Time Received:	Received By:	Amount Received:	Receipt No(s):

I, _____ am the owner of the property described in this application and hereby authorize
Print Name
_____ to act on my behalf on matters pertaining to this application.
Applicant/Representative Name

Property Owner's Signature: _____ Date: _____

Note: If more than one owner, a separate page must be attached listing the names and addresses of all persons (if a corporation, list officers, and principals) having interest in the property ownership.

ARCHITECT Name:	Telephone No.:		
Address:	Fax No.:		
City:	State:	Zip Code:	
Contact Person:	E-mail Address:		

APPLICANT AGREEMENT AND REIMBURSEMENT AGREEMENT:

Processing of this application will not begin unless this application is complete and all signatures are provided:

I, the undersigned as project Applicant or Representative of the project Applicant, hereby authorize the City of Cathedral City to review the submitted plans and specifications for this Application in accordance with the Cathedral City Municipal Code. I am herewith depositing \$_____ to cover staff review, coordination, processing costs, noticing, and materials.

I understand that if the final cost is less than the deposit amount, the unused portion of the deposit will be refunded upon written request. I further understand that if the costs are more than the deposit fee, I shall pay the balance due within 30 days of receiving a bill from the City. I also understand that the City will cease processing my Application(s) until the deposit is brought current.

Pursuant to the Fee Schedule, Applications may only be processed if all billed fees and charges for processing the Application(s) have been paid. If in the course of processing such Application request(s), the Application(s) billed fees and charges have not been paid, the City will after a hearing deny the Application(s) based upon the Applicant's failure to provide said Application fees and charges as required by this Application.

Applicant(s) acknowledge and agree that by filing this application, and under the authority of Government Code Section 65105, that in the performance of their functions, City staff may enter upon the subject property and make examinations and surveys, provided that the entries, examinations and surveys do not unreasonably interfere with the use of the land by those persons lawfully entitled to the possession thereof.

I, the Applicant(s), certify under penalty of perjury that I am the legal owner(s) (all individual owners must sign as they appear on the deed to the land), Corporate Officer(s) empowered to sign for the corporation, Owner's Legal Agent having power of Attorney (a notarized Power of Attorney document must accompany this application), or the owner's authorized representative (include a notarized consent form from the owner).

I, the Applicant(s), acknowledge and agree that I have included all of the required items and understand that missing items may result in delaying the processing of my application.

Applicant(s) agree to defend, indemnify, and hold harmless the City of Cathedral City ("City") and its agents, officers, consultants, independent contractors and employees ("City's Agents") from any and

all claims, actions or proceedings against the City or the City's Agents to attack, set aside, void, or annul an approval by the City, or the City's Agents concerning the Project (collectively "Claim"). The City shall promptly notify the Applicant of any Claim and the City shall cooperate fully in the defense. If the City fails to promptly notify the Applicant of any Claim or if the City fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the City. Nothing in this paragraph shall obligate the City to defend any Claim and the City shall not be required to pay or perform any settlement arising from any such Claim not defended by the City unless the settlement is approved in writing by the City. Nothing contained in this paragraph shall prohibit the City from independently defending any Claim, and if the City does decide to independently defend a Claim, the City shall bear its own attorney's fees, expenses of litigation and costs for that independent defense. The Applicant may agree to reimburse the city for attorney's fees, expenses of litigation and costs for that independent defense. Should the City decide to independently defend any Claim, the Applicant(s) shall not be required to pay or perform any settlement arising from any such Claim unless the settlement is approved by the Applicant.

This Application shall be a public record.

IT IS SO AGREED:

Name of Applicant (Print)

Applicant's Signature

Date

APPLICATION REQUIREMENTS FOR HISTORIC PRESERVATION PROJECTS

Given the special nature of Historic Preservation Projects, the following list of application requirements should be considered preliminary and the minimum application requirements. Each application will be reviewed by staff and presented to the Historic Preservation Committee for review and discussion to determine whether a property qualifies for a historic site designation and to identify any additional surveys, studies, or investigations are required to support an application. Only when an application is deemed complete, including the completion of any supplemental material as identified by staff or the Historic Preservation Committee, will a public hearing be scheduled before the Historic Preservation Committee to review and make a recommendation to the City Council on the designation of a property as a historic site.

For All Applications:

1. Complete and signed application.
2. Building permit records for any previous additions or alterations.

Historic Designation:

1. A report that describes how the proposed site, structure, building, or object is eligible and appropriate for designation under Chapter 8.62 Historic Preservation of the CCMC. The report shall include at a minimum:
 - a. Photographs of the exterior of the proposed site, structure, building or object;
 - b. Information about the architect(s), designer(s), planner(s), and/or developers of the proposed site, structure, building or object;
 - c. Date and method of construction of any structure, building or object upon the proposed site;
 - d. A description of the character-defining features of the site, structure, building or object, such as materials, architectural or landscape elements, architectural style, and other relevant descriptors;
 - e. Ownership and address history; and
 - f. identify the source of the information provided in the application, such as building permit numbers, publications, organizations, or individuals.
2. Notarized signatures of all property owners of the property.
3. Any other documentation or research as may be deemed necessary to determine the qualifications of the site, structure, building or object for historic designation.

For Certificate of Appropriateness:

1. A brief description of the proposed demolition, alteration or new construction;
2. Photographs of each exterior side of the structure or building to be demolished, altered or constructed;
3. Drawings for conceptual review of any demolition, alteration or new construction work;
4. Material samples and/or manufacturer's brochures which show and describe the materials to be used in the alteration or new construction;
5. A site plan showing the location of the proposed demolition, alteration, or new construction work;
6. If signage is part of the proposed alteration work, drawings showing the specifications for the signage and demonstrating conformance to the City's sign ordinance or approved sign

- program;
7. Any other information which the city staff or the Historic Preservation Committee deems necessary to accurately describe the scope of alteration or new construction work proposed.

The Secretary of Interior's Standards for the Treatment of Historic Properties shall be used as a guideline for the designation of a historic site and any application for a certificate of appropriateness in support of the requirements of Chapter 8.62 Historic Preservation of the CCMC.

Applicants are encouraged to support their application through the use of a qualified historic preservation consultant. While it is neither an exhaustive list nor an endorsement of any particular consultant, the California Historical Resources Information System (CHRIS), administered by the California Office of Historic Preservation, maintains a list of qualified consultants by discipline who have requested to be listed on the Historical Resources Consultants List: <https://chrisinfo.org/>.