



**CERTIFICATE OF APPROPRIATENESS - MINOR**  
**CITY OF ARCADIA**  
**HISTORIC PRESERVATION**

**PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED) :**

**PROJECT ADDRESS** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**DATE STRUCTURE BUILT** \_\_\_\_\_

**APPLICANT NAME(S)** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**TELEPHONE NO.** \_\_\_\_\_

**PROPERTY OWNER NAME(S)** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**TELEPHONE NO.** \_\_\_\_\_

**TYPE OF ALTERATION**

Windows (New or Replacement)       Exterior Siding       Addition \_\_\_\_\_ sf

Door (New or Replacement)       Other (specify) \_\_\_\_\_

**THE PROPERTY OWNER(S) HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

DATE FILED \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

## REVIEW CRITERIA

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### PROVIDE RESPONSES BELOW EXPLAINING HOW THE PROPOSED WORK COMPLIES WITH THE FOLLOWING CRITERIA:

1. **For designated historic landmarks:** The proposed work will neither adversely affect the exterior architectural characteristics or other features of the resource nor adversely affect the character of historical, architectural, or aesthetic interest or value of the resource and its site.

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2. **For designated historic districts:** The proposed work will neither adversely affect its relationship, in terms of harmony and appropriateness, with its surroundings, including neighboring properties, nor adversely affect the historical or architectural character of the district.

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3. The proposed work complies with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and any other applicable design guidelines adopted by the City.

**\*NOTE:** All decisions about alterations, additions and rehabilitations to historic structures are based on the Secretary of Interior's Standards for the Treatment of Historic Properties. The full text of these standards may be found on the National Park Service's website at <http://www.cr.nps.gov/hps/tps/standguide/index.htm>. Projects are also reviewed according to the City's adopted Design Guidelines which can be viewed on the City website ([www.ArcadiaCA.gov/designguidelines](http://www.ArcadiaCA.gov/designguidelines)).

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4. The proposed work will not cause a substantial adverse change in the significance of a designated historic resource in accordance with CEQA.

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**NOTE:** For proposed work that may adversely affect the significance of an eligible historic resource or district, the review body (City staff, the Commission, or the City Council upon appeal) may withhold approval of the project up to but not exceeding 180 days to identify project alternatives or to initiate the designation process.

## FILING REQUIREMENTS

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In order for this application to be processed without delay, the application must include all of the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

- Completed application form
- Filing Fee - \$900
- An Ownership Disclosure is required if the property is owned by a corporation, partnership, trust, or non-profit. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the names and addresses of all the owners and you must attach a copy of the current corporate articles, partnership agreement, trust, or non-profit document, as applicable.
- A report by a qualified preservation consultant detailing the project's compliance with, and potential deviation from the Secretary of the Interior's Standards (a Standards compliance report).
- For new construction, additions, and relocations, plans and specifications showing the existing and proposed exterior appearances
- Photographs (including views of all façades) of the building affected by the proposed project. Photographs shall be in color and include close-up views of any specific elements under consideration (i.e. windows or doors if alterations are proposed) and views of surrounding properties
- If in a designated historic district, relationship of the proposed work to the surrounding environment
- For new construction in designated historic districts, relationship to the existing scale, massing, architectural style, site and streetscape, landscaping, and signage
- Any other information the City reasonably determines to be necessary for review of the proposed work.