



**CITY OF REDLANDS
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
FOR ALTERATIONS TO HISTORIC RESOURCES**

CERTIFICATE OF APPROPRIATENESS NO.: _____

Application shall be accompanied by a filing fee as set by the City Council and payable to the City Treasurer.

NAME OF APPLICANT (OWNER): _____

ADDRESS: _____

PHONE: _____ LOCATION OF PROPERTY: _____

ASSESSOR'S BOOK, PAGE, AND PARCEL NO.: _____

ZONE: _____ INTENDED USE IS: _____

Ten (10) copies of the site plan and related material shall be submitted for Historic and Scenic Preservation Commission processing. All plans shall be folded to 8 1/2" x 13".

Site plan shall contain all of the following information and shall be checked for completeness by the Historic Preservation Officer prior to acceptance of this application by the Planning Department. A detailed written description of the work to be performed shall be provided on the reverse of this sheet.

APPLICATION CHECKLIST:

1. Name and address of owner and developer.
2. Name and address of person preparing map.
3. Approximate acreage, north arrow, scale and date of plan preparation.
4. Lot dimensions and distance to the nearest cross street.
5. A completely dimensioned and detailed site plan showing the location of all buildings, structures, signs, parking, landscaping, walls, and points of ingress and egress which are proposed to be altered.
6. Architectural information as follows:
 - a. Elevations for each side of all the proposed alterations, including existing building features and a description of construction materials. Elevations shall clearly call out all of the proposed alterations.
 - b. Plans for all floors to be altered, including the use of each portion of the building.
 - c. Exterior color and material list with samples.
7. Landscaping information. (At option of Preservation Officer)
8. Existing structures and use of property immediately surrounding proposed development. (At option of Preservation Officer)
9. Current photographs of all sides of structure to be modified. All photographs shall be labeled to indicate direction of view. In the event it is an accessory structure, a picture of the main structure is also required. Polaroid photos are not accepted. If digital images are submitted they should be in GIF, JPEG, or BMP format on a disk.
10. Other information as required by the Preservation Officer.

APPROVED FOR SUBMISSION:

Historic Preservation Officer

Date

Signature of Applicant

Date

Date Accepted for Review

Date

Description of Work: (Include changes to windows, siding, roof, etc., if applicable)

Front Elevation: _____

Side Elevations: (Give compass directions) _____

Rear Elevation: _____

Accessory Buildings: _____

Roof: _____

Foundation: _____
