CITY OF LONG BEACH

Community Development Department
Planning Bureau
411 W. Ocean Blvd, 3rd Fl, Long Beach, CA 90802
longbeach.gov/lbcd/planning/preservation/
562.570.6194 | historicpreservation@longbeach.gov

Application for Major Certificate of Appropriateness

Reviewed by the Cultural Heritage Commission

The Cultural Heritage Commission (CHC) is responsible for reviewing substantial alterations to legally designated Historic Landmarks and properties located within designated Historic Districts. Interior alterations in properties with public access that are specified by ordinance may also be reviewed. Historic review focuses on alterations, additions, rehabilitation, new construction, demolition or relocation, whether or not the project otherwise requires a City permit.

Minor alterations or additions that are consistent with the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* and with the Standards and Guidelines in Chapter 2.63 of the Long Beach Municipal Code, may be approved administratively. These Minor Certificates of Appropriateness can be submitted online by completing the Minor Alteration COA form and emailing it with all required additional materials to historicpreservation@longbeach.gov.

For major projects such as second story additions, additions of more than 250 square feet, projects that are inconsistent with the previously referenced guidelines or projects requesting demolition of a historic resource, the Major Certificate of Appropriateness application is required. The application will be reviewed by a staff planner who may request additional information to support the findings for the Certificate of Appropriateness. When the staff planner has determined that there is sufficient information in the application materials to make a recommendation on the project, the request will be placed on the agenda of the Cultural Heritage Commission.

The applicant is responsible for ensuring that the proposed project conforms to the City's zoning, building and environmental regulations prior to Cultural Heritage Commission review. Depending on the scope of the project, other planning permit applications may also be required. The California Environmental Quality Act (CEQA) may require additional environmental review, including but not limited to a historic site evaluation.

PROCEDURES AND SUBMITTAL REQUIREMENTS FOR MAJOR COA APPLICATIONS

A. **The applicant shall complete the attached application and supplemental form. The application packet should include the following additional material:**
   1. **Photographs**
      - Show the subject property and/or structures by itself and in the context of adjacent properties.
      - Provide close-up images of any specific areas proposed to be altered.
      - Label all photographs with a description of the photo and cardinal direction.
   2. **Site Plans**
      - Separate site plans are required for existing and proposed conditions.
      - Drawn to scale indicating the property lines, building and setback dimensions.
      - Identify streets, North arrow/compass rose and significant landscape features.

3. **Floor Plans**
    - Scale drawings with dimensions indicating the overall plan and clearly delineating existing and new exterior walls, doors, windows, patios and stairs.
    - This plan can be combined with the site plan on small projects.
4. **Roof Plan**
    - Scale drawings and identify existing and new roofs.
    - Specify existing and proposed roof pitch, dimension roof eaves, and materials.
5. **Exterior Elevations**
    - Scale drawings with dimensions of all sides of the building indicating new and existing height, floor lines and finish grade.
    - Delineate and identify all exterior finish(es) type, texture and color.
        - *If a change in exterior color is requested, please submit color samples and note their location (main body, trim, highlight, etc.).*
    - Delineate and identify all windows and doors including type, materials and detailing.
    - Delineate and identify all special or historic features and details.
6. **Building Section**
    - Required for large buildings or additions.
7. **Landscape and Hardscape Plans**
    - Required for new buildings or large additions and standalone landscape improvement projects.
8. **Supplemental Form**
    - All projects must submit the attached supplemental form to verify project compliance with the Secretary of Interior's Standards and Chapter 2.63 of the Long Beach Municipal Code.

B. Applications fees are based on the most current fee schedule. Once an application has been submitted and deemed complete an invoice will be generated. Fees may be paid in person at the cashier counter or electronically.

C. **Typical projects are scheduled approximately 10-12 weeks after a completed application is received. The Cultural Heritage Commission meeting takes place on the last Tuesday of each month at 5:00 p.m.**

D. Decisions on the issuance of Certificates of Appropriateness may be appealed to the Planning Commission. Action by the Planning Commission on appeal is final and cannot be appealed to the City Council.

E. Environmental review in compliance with CEQA requirements may also be required.

SUBMITTAL INSTRUCTIONS

All materials should be submitted electronically. Submit the completed application, supplemental form and attachments via the Online Planning Permit Application.

If you have any questions or need additional information, please email historic staff at historicpreservation@longbeach.gov or call the Planning Bureau Hotline at 562-570-6194 and ask to speak to a Historic Planner.

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CERTIFICATE OF APPROPRIATENESS

Major (COA) Application – CHC Review

Submit completed application and all required documents listed below via Online Portal

- ☐ Current Photographs
- ☐ Site Plan
- ☐ Building Cross Section
- ☐ Exterior Elevations
- ☐ Exterior Color Samples
- ☐ Floor Plan
- ☐ Landscape and Hardscape Plans
- ☐ Roof Plan

Project Address: _____

Historic District/Landmark: _____

	OWNER	APPLICANT (☐ check if same as owner)
Name		
Address		
Telephone		
Email		

	PROJECT ARCHITECT/DESIGNER	OTHER:
Name		
Address		
Telephone		
Email		

Property Owner Acknowledgements:

The property owner shall defend, indemnify, and hold harmless City and its agents, officers, and employees from any claim, action, or proceeding against City or its agents, officers, and employees to attack, set aside, void, or annul the approval of City concerning the processing of the proposal/entitlement or any action relating to, or arising out of, such approval. At the discretion of the City and with the approval of the City Attorney, a deposit of funds by the property owner may be required in an amount sufficient to cover the anticipated litigation costs. This acknowledgement does not imply project approval.

(I/We) the undersigned have read and agree with all the above.

(I/We) the undersigned, declare under penalty of perjury under the laws of the State of California that (I am/We are) the owner(s) of the property involved in this application; that the information on all plans, drawings and sketches attached hereto and all the statements and answers contained herein are in all respects true and correct.

In addition, I understand that I cannot proceed with the changes requested in this application until a Certificate of Appropriateness is issued. I further understand that neither this application nor a subsequently issued Certificate of Appropriateness supersedes the need to obtain the necessary building permits, entitlements or other applicable permits under the City of Long Beach Municipal Code.

Signature: _____ **Print Name:** _____ **Date:** _____

Signature: _____ **Print Name:** _____ **Date:** _____

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CERTIFICATE OF APPROPRIATENESS

Major (COA) Application – CHC Review continued

Project Address: _____

Historic District/Landmark: _____

Proposed Project Scope (please check all that apply)

☐ New Construction ☐ Demolition ☐ Alteration ☐ Accessory Structure
☐ Addition ☐ Restoration/Rehabilitation ☐ Relocation ☐ Other: _____

Structures in Scope: ☐ Primary ☐ Garage ☐ Other(s): _____

Square Footage: Commercial: _____ Residential: _____ Garage: _____ Other: _____

Project Description

_____
_____
_____
_____
_____

Reason for Change

_____
_____
_____
_____

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd or 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice

FOR DEPARTMENT USE ONLY

Filing Date:	Project Planner:	Noticing Radius:
Case #:	Project #:	Council District:
Subtypes(s):	Related Cases:	CHC Date:

Issued By: _____	☐ **Approved**	**Fees Paid:**	**CEQA Type:** _____
Issued Date: _____	☐ **Denied**	☐ **Yes** ☐ **No**	☐ **Exempt** ☐ **Pending** ☐ **Completed**

CERTIFICATE OF APPROPRIATENESS

Major (COA) Application – Supplemental Form

Project Address: _____

Historic District/Landmark: _____

CERTIFICATE OF APPROPRIATENESS (COA) ISSUANCE FINDINGS

Provide a brief written description showing how the project meets each of the following findings:

1. The project will not adversely affect any significant historical, cultural, architectural or aesthetic feature of the Landmark or subject property within the Landmark (Historic) District and that issuance of the certificate of appropriateness is consistent with the spirit and intent of Chapter 2.63 of the Long Beach Municipal Code.

2. The project will remedy any condition determined to be immediately dangerous or unsafe by the Fire Marshal and/or Building Official.

3. The project will comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties and Guidelines for Preservation, Rehabilitating, Restoring, and Reconstructing Historic Buildings.

4. The project will comply with the Design Guidelines for Landmark (Historic) Districts, for a property located within a Landmark District.

SECRETARY OF INTERIOR'S STANDARDS AND GUIDELINES FOR THE REHABILITATION OF HISTORIC PROPERTIES

Provide a brief written description showing how the project meets each of the Secretary of Interior's Standards and Guidelines:

1. A property will be used as it was historically used or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.

2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.

3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.