CITY OF LONG BEACH

Community Development Department
Planning Bureau
411 W. Ocean Boulevard, 2nd Floor, Long Beach, CA 90802
562.570.6194 | longbeach.gov/lbcd

PROCEDURES FOR THE NOMINATION OF NEW HISTORIC LANDMARK PROPERTIES

The City of Long Beach and the Cultural Heritage Commission welcome nominations for the designation of historic landmark properties. Identifying designated landmarks within the City is a crucial component to preserving the shared architectural and cultural history of Long Beach. The Cultural Heritage Commission is responsible for the review of all nominations for designated landmark properties, pursuant to Chapter 2.63 of the Long Beach Municipal Code.

The applicant is responsible for completing a Landmark Nomination Certificate of Appropriateness application and paying applicable fees. Long Beach Community Development staff will conduct research, document existing conditions at the site, and meet with the applicant and/or property owner(s) before providing a recommendation to the Cultural Heritage Commission. The Commission's action will then be forwarded to the City Council for a final decision on the application.

City Staff will review the application and work with the applicant to ensure that all required documentation is completed. Additional information and documentation may be requested. If approved, the Historic Landmark will be designated and the property will be subject to all applicable laws and regulations.

Historic landmarks must meet at least one of the following criteria:

A. Association with events that have made a significant contribution to the broad patterns of the City's history

B. Association with the lives of person(s) significant in the City's past

C. Embody the distinctive characteristics of a type, period, or method of construction; represent the work of a master; or possess high artistic values

D. Yield, or be likely to yield, information important in prehistory or history

Additional information may be requested. At a minimum, the following materials are required when submitting a Landmark Nomination Certificate of Appropriateness Application for a designated landmark property:

Landmark Nomination Certificate of Appropriateness Application – Please use the application form provided on the Community Development Permit Application website

Application Fee – Application fees will be determined at time of application

Photographic Record of Property – Photographs of the project site, all its borders or lot lines, each façade of the building and any characteristics that may be considered as part of this application

process. Each photo should include a description of what is being shown and attached to the application.

Completed CA DPR 523A, 523B Forms – The City of Long Beach is a California Certified Local Government for Historic Preservation and utilizes the CA DPR 523 State forms and standards for recording and evaluating historic resources. These optional forms help prepare the legal record for landmark designation. Known as the primary record and the building record, these forms record information related to historic significance in a format recognized and used throughout California. A professional historic preservation professional or City staff may be needed to assist an applicant with this item. These forms will be prepared by City staff prior to scheduling any hearing on the proposed landmark.

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