

Historic Preservation Program DEMOLITION APPLICATION

City of Ontario Planning Department

303 East "B" Street, Ontario, CA 91764

Phone: (909) 395-2036 Fax: (909) 395-2420



Dear Applicant,

The City's Historic Preservation Ordinance requires that any demolition to a property on the City's List of Historical Resources, or within an Historic District be reviewed by the Historic Preservation Commission. While the ordinance allows for demolition, it is intended that demolition is the last resort and all other options have proven impractical or economically unfeasible.

The Historic Preservation Ordinance has a strict set of requirements that must be met in order to approve demolition. Early consultation with the Planning Department's Staff can help you identify issues, alternatives, problems, and solutions to your proposal before it is submitted for review.

If you have any questions, call the Planning Department (909) 395-2036.

Sincerely,

A handwritten signature in blue ink that reads "Jerry L. Blum".

Jerry L. Blum
Planning Director

Historic Preservation Program

DEMOLITION APPLICATION

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DEMOLITION OF HISTORIC PROPERTIES

What is a Certificate of Appropriateness?

A Certificate of Appropriateness for demolition is a permit issued by the Historic Preservation Commission for any demolition to any Eligible Historical Resource. The Certificate of Appropriateness is used to address the impact to the historic resource. A Certificate of Appropriateness is required before any other permits can be obtained.

What is the approval process?

All applications are submitted to the Planning Department for review to determine if the proposed demolition meets the requirements in the Development Code. A staff report is prepared and taken before the Historic Preservation Subcommittee. The Historic Preservation Subcommittee makes a recommendation to the Historic Preservation Commission. The Historic Preservation Commission holds a public hearing and determines whether to approve the Certificate of Appropriateness.

What are the requirements for demolition?

The Development Code requires the following:

- 1. Documentation:** All historic buildings are required to be documented provide a record of the Historic Resource prior to their demolition. The documentation can include Plans such as a site plan, floor plans, elevations, detail drawings of character defining features, such as moldings, stairs, etc.; and / or photographs shall include the exterior, interior, and interior and exterior character defining features, such as moldings, light fixtures, trim patterns, etc.
- 2. Replacement Structures:** The Code also requires the approval of replacement structures on the site before a Certificate of Appropriateness can be approved and a permit issued for their construction prior to the demolition permit being issued.
- 3. Salvaged Features and Artifacts:** In an effort to preserve features and artifacts from historic structures, a determination of whether items within or on the building should be salvaged must be made by the Planning Department and may include the local historical society prior to the issuance of the demolition permit.
- 4. Mitigation Fee:** A mitigation fee must be paid to the Planning Department in accordance with the requirements of Section 9-1.2633, prior to the issuance of a demolition permit. The Fee for Tier I and II structures will be determined through the environmental review process. The fee table for Tier III buildings has been included on page 5 of this application.

Is there an environmental review required?

Yes, the California Environmental Quality Act (CEQA) requires that any proposed alteration or demolition be reviewed to determine if there is a significant adverse effect on the environment. A demolition may be determined to have a significant adverse effect on the environment, requiring the preparation of an Environmental Impact Report (EIR).

FILING REQUIREMENTS

1. Initial Submittal for a Complete Demolition:

- a. A Complete Demolition Application
- b. A complete Development Plan application(s) for the proposed replacement structures. For requirements call the Planning Department at (909) 395-2036. Please note that application(s) for replacement structures must be submitted for the demolition application to be processed.
- c. Public hearing information, as determined by the Planning Department, to include the following:
 - Property Ownership List: A mailing list containing the names, addresses, and assessor's parcel number of all owners of real property within a radius of 300 feet (300') of the site, measured from the exterior boundaries of the property. This information shall be obtained from the latest equalized assessment rolls of San Bernardino County (*property ownership information may be obtained from the San Bernardino County Assessor's Office, 2314 S. Mountain Avenue, Ontario, California 91764, phone: 909-458-1300*). Include the name and address of the property owner, applicant, and representative of the mailing list.
 - Mailing Envelopes: One set of stamped (\$0.37 postage) business-size envelopes, with the name and address of each person on the mailing list. The return address shall read: "City of Ontario, Planning Department, 303 East "B" Street, Ontario, CA 91764.
 - Radius Map: A map illustrating the three hundred foot (300') radius boundary and all parcels within the boundary (copies of the assessor's maps will be accepted).
- d. Two (2) sets of self-addressed, stamped (\$3.00 postage) manila envelopes for each applicant and/or representative to receive information about the application.
- e. Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, TIF, or PSD; provided a list is also submitted with the file name, date the photo was taken, the photographer, and brief description.
- f. Filing Fees (NOTE: If the Planning and/or Engineering Departments determine that a review by the San Bernardino County Flood Control District is necessary, the applicant shall submit an additional check to the Planning Department in the amount of \$520, made payable to San Bernardino County Flood Control District).

2. Initial Submittal for a Partial Demolition:

- a. A Complete Demolition Application, including the Notice of Intent (Environmental Assessment).
- b. As Required Plans for replacement structures, complete sets of plans consisting of a site plan, floor plan(s), exterior elevations and conceptual landscape plan(s). Each set shall be stapled together as a single package and folded to 8½"X11":
 - Historic Preservation Subcommittee Approval: Four (4) complete sets.
 - Historic Preservation Commission Approval: Eight (8) complete sets.
- c. One (1) complete set of required plans reduced to 8½"X11".
- d. One (1) set of colored plans, if applicable, to include a detailed site plan, illustrative building elevations, a conceptual landscape plan and any necessary cross-sections.
- e. One (1) set of colored plans reduced to 8½"X11", if applicable.
- f. Public hearing information, as determined by the Planning Department, to include the following:
 - Property Ownership List: A mailing list containing the names, addresses, and assessor's parcel number of all owners of real property within a radius of 300 feet (300') of the site, measured from the exterior boundaries of the property. This information shall be obtained from the latest equalized assessment rolls of San Bernardino County (*property ownership information may be obtained from the San Bernardino County Assessor's Office, 2314 S. Mountain Avenue, Ontario, California 91764, phone: 909-458-1300*). Include the name and address of the property owner, applicant, and representative of the mailing list.

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- Mailing Envelopes: One set of stamped (\$0.37 postage) business-size envelopes, with the name and address of each person on the mailing list. The return address shall read: "City of Ontario, Planning Department, 303 East "B" Street, Ontario, CA 91764.
 - Radius Map: A map illustrating the three hundred foot (300') radius boundary and all parcels within the boundary (copies of the assessor's maps will be accepted).
- g. Two (2) sets of self-addressed, stamped (\$3.00 postage) manila envelopes for each applicant and/or representative to receive information about the application.
- h. Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, TIF, or PSD; provided a list is also submitted with the file name, date the photo was taken, the photographer, and brief description.
- i. Filing Fees (NOTE: If the Planning and/or Engineering Departments determine that a review by the San Bernardino County Flood Control District is necessary, the applicant shall submit an additional check to the Planning Department in the amount of \$520, made payable to San Bernardino County Flood Control District).

FINDINGS OF FACT:

1. The proposed demolition, in whole or in part, is necessary because:
 - a. All efforts to restore, rehabilitate, and/or relocate the resource have been exhausted.
 - b. Restoration/rehabilitation is not practical because the extensive alterations required would render the resource not worthy of preservation.
 - c. Failure to demolish the resource would adversely affect or detract from the character of the District.
2. The applicant has obtained a Certificate of Economic Hardship, in accordance with Section 9-1.2630.

REVIEW FOR SIGNIFICANCE

Properties on the List of Eligible Historic Properties shall be evaluated for significance in conjunction with any application for Certificate of Appropriateness. If it is determined that the property does not meet the criteria for designation, it shall be removed from the historic list and the Certificate of Appropriateness shall be deemed approved. If it is determined that the property does meet the designation criteria, it shall continue to be an eligible historic resource and the application shall be continued to be processed.

ENVIRONMENTAL REVIEW.

All applications for demolition shall be reviewed for compliance with the California Environmental Quality Act.

Tier System. In determining the appropriate level of environmental review, the Tier system established in Sec. 9-1.2633 shall be used. Please call the Planning Department to determine for information regarding the Tier System.

Mitigated Negative Declarations. For any property that is determined to be within Tier III, a Mitigated Negative Declaration shall be prepared and approved in conjunction with any approval of a demolition application. The Mitigation Measures addressed in subsection G below shall be incorporated into the Mitigated Negative Declaration.

Environmental Impact Report. For any property that is determined to be within Tier I or II, an Environmental Impact Report (EIR) shall be prepared and certified in conjunction with any approval of a demolition application. The Mitigation Measures addressed in subsection G below, in addition to any other additional mitigation measures determined to be necessary to mitigate the impact to the environment shall be incorporated as mitigation measures of the EIR.

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MITIGATION FEE

Significance Categories	Fee per Square Foot	Cap Amount
Tier III:		
Residential :	\$7.00	\$17,500.00
Other:	\$6.50	\$32,500.00
Accessory Structures ¹	\$3.50	\$7,500.00

1. Accessory Structures are considered those that do not contain living space, such as garages and workshops, which contribute to the significance of the property. Any accessory building that contains living quarters shall be assessed using the same criteria as the main structure, as listed in the above table.

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GENERAL INFORMATION (print or type)

Property Owner: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No: _____ Fax No: _____

Applicant: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No: _____ Fax No: _____

Applicant's Representative: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No: _____ Fax No: _____
Email: _____

PROPOSED WORK

___ Complete Demolition ___ Partial Demolition – Size of area to be demolished: _____ sq. ft.

PROPERTY LOCATION

Street Address of Property: _____
Zip Code: _____ Assessor's Parcel No(s): _____

Precise Legal Description (attach additional sheets if necessary):

Tract: _____ Block: _____ Lot(s): _____
Other: _____

TO BE COMPLETED BY PLANNING DEPARTMENT STAFF

Reviewing Body & Application

___ HP Commission
___ HP Subcommittee
___ Complete Demolition
___ Partial Demolition

Property Status

___ Designated
___ Nominated
___ Eligible
___ Noncontributing / infill
___ National Register
___ California Register
___ Landmark – No.: _____
___ District
___ Armsley Square
___ College Park
___ La Deney Drive
___ Rosewood Court
___ El Morado Court
Other: _____

Application Processing

File No.: _____
Date: _____
Staff Init: _____
Fees: _____
Receipt #: _____
___ Other App. Req'd
Related File No.: _____
___ Public Notice Req'd – 300 ft
___ CEQA Review Req'd

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Ownership: _____ Private _____ Public _____
Present Use: _____ Original Use: _____
General Plan: _____ Zoning: _____
Architectural Style (see style guide): _____

DESCRIPTION OF WORK:

MAILING LIST CERTIFICATION (required for public hearings):

I, _____, hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of San Bernardino within the area described and for a distance of 300-feet from the exterior boundaries of the property legal described above.

Date: _____ Signature: _____
Name (print or type): _____

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JURAT:

State of California

County of San Bernardino

I, _____, being duly sworn, depose and say that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof and state that the same is true and correct to the best of my knowledge.

Applicant Signature

I, _____, the owner (if other than the applicant) of real property involved in this application, do hereby consent to the filing of this application.

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 2011, by _____

_____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(seal)

Signature_____

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DEMOLITION APPLICATION (ENVIRONMENTAL ASSESSMENT)

PROJECT INFORMATION

Current General Plan Designation: _____

Present Zoning: _____

Present use of site: _____

Does this proposal involve a zone change: ☐ Yes ☐ No

If yes, what is the proposed zoning: _____

Does this proposal involve a variance, conditional use permit or zone change: ☐ Yes ☐ No

If yes, indicate type and nature of request: _____

Will the project require certification, authorization or issuance of a permit by any public agency other than the City of Ontario? ☐ Yes ☐ No

If yes, please indicate what agencies: _____

Site size: _____ sq. ft. _____ acres

Number of stories of construction: _____

Type of construction: _____

Amount of off-street parking provided: _____

Proposed scheduling: _____

Associated projects: _____

Anticipated incremental development: _____

For residential developments:

Number of units: _____

Unit sizes: _____

Anticipated sales prices or rents: _____

Household size anticipated: _____

For commercial developments:

Market/service area: ☐ Neighborhood ☐ City ☐ Regional

Square footage: _____

For industrial developments:

Use: ☐ Warehouse/Distribution ☐ Manufacturing ☐ Multi-tenant ☐ Other: _____

Square footage: _____

Estimated employees per shift: _____

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For institutional developments:

Use/function: _____

Estimated employees per shift: _____

Estimated number of occupants: _____

Anticipated community benefits of project: _____

SCHOOL INFORMATION

School District(s) serving site: _____

High School serving Site: _____

Junior High/Middle School serving site: _____

Elementary School serving site: _____

PROJECT IMPACTS (attach additional sheets to respond to any "yes" answers)

		<u>Yes</u>	<u>No</u>
1.	Will the project result in a substantial alteration of any hill or to ground contours?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Will the project result in a change in scenic views or vistas from existing residential areas or public lands?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Will the project result in a change in pattern, scale or character of the general area of the project?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Will the project result in significant amounts of solid waste or litter?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Will the project result in a change in dust, ash, smoke, fumes or odors in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Will the project result in a change in stream or ground water quality or quantity, or alteration of existing drainage patterns?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Will the project result in a significant change in existing noise or vibration levels in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Will the project result in a site on filled land or on a slope of 10% percent or more?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Will the project result in the use of potentially hazardous materials, such as toxic substances, flammables or explosives?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Will the project result in a substantial change in demand for municipal services (police, fire, water, sewage, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Will the project substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
12.	Does the project have any relationship to a larger project or series of projects?	<input type="checkbox"/>	<input type="checkbox"/>

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ENVIRONMENTAL SETTING

1. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures.

2. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single-family residential, apartments, shopping center, office building, etc.), and the scale of development (height, frontage, setback, rear yard, etc.)

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Signature: _____ Date: _____
Name (*print or type*): _____ Phone: _____
Address: _____