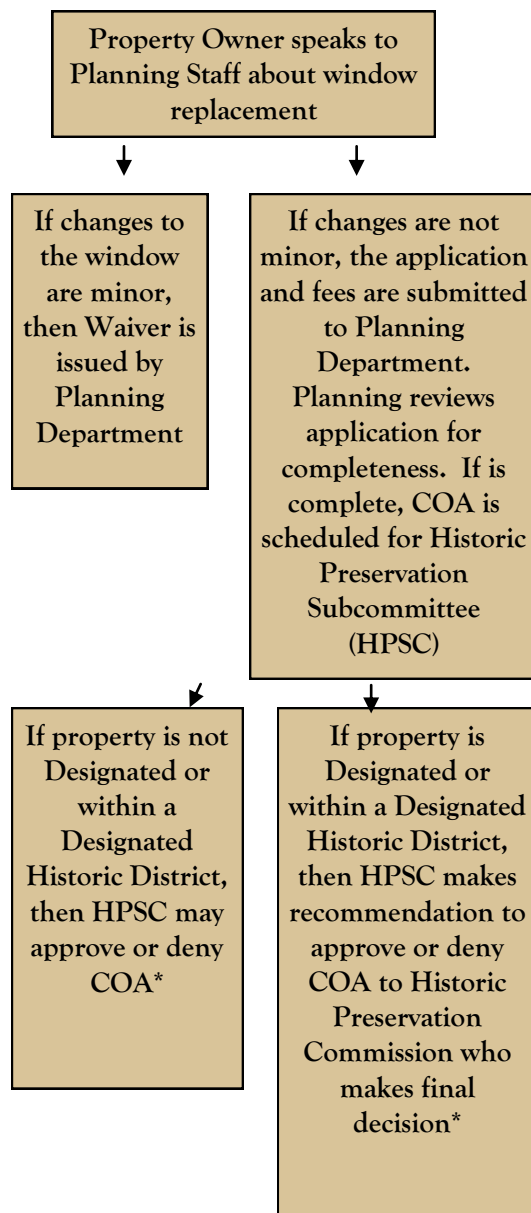


## Overview of Certificate of Appropriateness and Waiver Process



\* Decision may be appealed

## Informational Resources:

### City of Ontario

<http://www.ci.ontario.ca.us/>

### National Park Service

Secretary of Interior Standards for the Treatment of Historic Properties

[www.nps.gov/history/hps/tps/standguide/index.htm](http://www.nps.gov/history/hps/tps/standguide/index.htm)

### Office of Historic Preservation

<http://ohp.parks.ca.gov/>

## Other Handouts in This Series:

- Mills Act Contracts
- Historic Landmark Designations
- Historic Plaques
- Window Replacement Design & Review Process

## CERTIFICATE OF APPROPRIATENESS & WAIVERS



City of  
Ontario  
Planning  
Department

July 2011

# CERTIFICATE OF APPROPRIATENESS & WAIVERS

A Certificate of Appropriateness (COA) or a Waiver is required for all exterior work on a historic structure, building, or site including:

- Alteration, addition, restoration, rehabilitation, remodeling or relocation of a Historical Resource.
- For any work to the exterior of any non-contributing resource in a Historic District.
- Infill development within a Historic District.

The COA or Waiver is required even if no other permits (including Building Permits) are required.

A Waiver may be issued by the Planning Department for minor alterations that result in no change in materials or appearance as defined in Article 26 of the Development Code. All other alterations require the issuance of a COA which will ensure the alterations are appropriate to the character of the historic resource. COAs are issued by the Historic Preservation Commission (for Designated Properties or those within a Designated Historic District) or Historic Preservation Subcommittee for all other historic properties.

All exterior work to a historic resource must comply with all the provisions of the Ontario Development Code and must meet the Secretary of Interior Standards for Historic Properties.

## What kind of things can I get a Waiver for?

The Planning Department may issue a Waiver for the following kind of minor alterations:

- Re-roof with like material (if asphalt shingle is used, it must be a 30-year dimensional shingle);
- Window replacement if the size and window type is the same or appropriate to the architectural style as determined by the Planning Department (if you are not sure, check with the Planning staff before you purchase any windows);
- New fence, wall or landscaping (if with the appropriate materials for the architectural style);
- Wall or monument signs (for commercial buildings);
- Minor additions (under 500 square feet) to a historic building which are not visible from the public right of way; and
- Accessory structures not visible from the public right of way which comply with the Development Code.

## If I want to alter my historic property, what do I do?

If you are considering alterations to your historic property, contact Historic Preservation staff in the Ontario Planning Department to find out how to proceed. City staff will need you to provide a photograph (digital or hard copy) of the structure and a concept of what alterations are being considered. The concept for the alterations can be in the form of a sketch, a photograph example of what is being considered, or a Specification Sheet (from a manufacturer). If a Waiver is issued, these materials will kept by the City and attached to the Waiver form. If the proposed alterations do not qualify for a Waiver, then a Certificate of Appropriateness application and fees must be filed.

For more information on Waivers or

City of  
Ontario

303 East B Street  
Ontario, CA 91764

Phone: 909 395-2036