Historic Preservation Program

CERTIFICATE OF APPROPRIATENESS 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 proposed alteration, addition, restoration, rehabilitation, remodeling, relocation to a property on the City's List of Historical Resources, or within an Historic District be reviewed by the Historic Preservation Commission to ensure the historic character of the property is maintained. This requirement does not, however, prohibit a property owner from making improvements to an historical property. In fact, projects have been approved that have doubled and tripled the size of structures while still keeping the historic character.

The intent of the Historic Preservation Ordinance is to keep the character and character defining features of a structure in tact while allowing improvements to be made. The Ordinance contains guidelines and common features of various architectural styles to assist you in keeping the character of your property. In addition the Planning Department has staff available to assist you in making appropriate improvements. Early consultation with Staff can help you identify issues, problems and solutions to your proposed project before it is submitted for review.

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

Sincerely,

Jerry L. Blum
Planning Director

City of Ontario Planning Department
303 East "B" Street, Ontario, CA 91764
Phone: (909) 395-2036 Fax: (909) 395-2420

ALTERATIONS TO HISTORIC PROPERTIES

What is a Certificate of Appropriateness?
A Certificate of Appropriateness is a permit issued by the Historic Preservation Subcommittee for any alteration, restoration, rehabilitation, addition, or relocation to any Eligible Historical Resource. Any Designated Historic Landmark or a contributing structure in a Designated Historic District requires review by the Historic Preservation Commission. The Certificate of Appropriateness is used to insure that any change made to a historical resource preserves the original character and architectural features of that property. The Historic Preservation Subcommittee reviews applications to determine whether or not the proposed changes are appropriate and maintain the original character and features of 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 alteration is in keeping with the character of the Historical Resource. A staff report is prepared and taken before the Historic Preservation Subcommittee. The Historic Preservation Subcommittee holds a public hearing and determines whether to approve the Certificate of Appropriateness. For Designated Landmarks and Contributing Structures in Designated Districts the 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.

FILING REQUIREMENTS

1. Initial Submittal:

a. A Complete Application.

b. 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.
- 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:

The Historic Preservation Commission or Historic Preservation Subcommittee must make the following findings to approve a Certificate of Appropriateness.

1. The proposed alteration, restoration, relocation, or construction, in whole or in part, will not:
   a. Detrimentally change, destroy, or adversely affect any significant architectural feature of the resource.
   b. Detrimentally change, destroy or adversely affect the historic character or value of the resource.
   c. Will be compatible with the exterior features of other improvements within the District.
   d. Adversely affect or detract from the character of the district, or
2. The applicant has obtained a Certificate of Economic Hardship, in accordance with Section 9-1.2630.

PLAN PREPARATION GUIDELINES

(plans not conforming to these guidelines will not be accepted for processing)

1. All plans shall be drawn on uniform sheets no smaller than 17”X22” nor larger than 24”X36”.

2. The plans shall be prepared by an architect or civil engineer licensed to practice in the State of California.

3. All plans shall be folded to 8½”X11”.

4. All plans shall clear and legible.

5. The site plan shall be drawn to an engineering scale no smaller than 1”=30’ with the scale clearly labeled. The site utilization map may be drawn at a scale up to 1”=100’.

6. All plans shall include a north arrow, preferably oriented towards the top or left of the sheet, and a legend identifying any symbols.

7. A vicinity map shall be included on the site plan.

CONTENTS OF PLAN PACKAGE

(the items listed below are considered a minimum—additional information may be necessary during the review process for clarification)

1. Site Plan: This plan shall include the following:

a. Name and address of developer, owner of record, and person who prepared the plan.

b. Date of preparation and/or revisions.

c. Precise legal description.

d. Property lines and dimensions.

e. Show adjacent streets (distance from centerline), cross sections, and right-of-way width (existing and proposed).

f. Dimensions and nature of all easements.

g. Street improvements (existing and proposed) to include curbs, gutters, sidewalks, water lines, sewer lines, utility poles, fire hydrants, street lights, and street trees.

h. Location of existing and proposed buildings and structures (with finished grades).

i. Improvements on adjacent properties within no less than thrity (30) feet ,but preferably 100 feet, of the subject site (with finished grades).

j. Preliminary grading, preliminary drainage analysis (use flow arrows or contour lines) and existing and proposed drainage facilities.

k. Proposed water and sewer connections to proposed structures (conceptual only).

l. Parking layout including stall size and location; back-up areas and drives; driveway approaches; curb cuts; pedestrian access; utility vehicle access; and secondary access points (if deemed necessary).

m. Handicap parking spaces.

n. Loading zones.

o. Location, height, and composition of walls and fences (existing and proposed).

p. Location of refuse areas, including wall and fence heights and materials.

q. Location of any outdoor storage areas.

r. Setback distances, yards, and building separations.

s. Landscape areas (shaded).

t. Location of all existing trees. Identify whether the trees are to be preserved, relocated or removed.

u. Proposed phasing (if applicable).

2. Floor Plan: This plan shall include the following:

a. Interior layout and dimensions of all levels.

b. Finished floor elevation of ground floors.

3. Exterior Elevations: This plan shall include the following:

a. Illustrative elevations of all sides of all buildings and structures.

b. All building materials labeled on each sheet of the elevations.

c. Proposed building colors labeled on each sheet of the elevations.

d. Heights of all structures.

e. Conceptual sign locations, sizes and type.

f. Elevations of all walls and fences.

g. Cross sections and enlargements of architectural elemets or details, as needed.

h. Screening treatment for HVAC units (include a cross section if necessary).

4. Conceptual Landscape Plan: This plan shall include the following:

a. Conceptual location of plants and a planting legend which identifies such things as:

- Trees, shrubs and ground cover or other softscape elements. Indicate the intended function of plants (e.g. accent trees, street trees, canopy shade trees, screening hedge, etc.
- Water elements and public art.
- Berming and/or mounded areas (indicate height).

b. Plazas, sidewalks, and other hardscape elements, such as special paving materials and rockscape.

c. Walls and fences and their materials.

d. Location and design of community amenities and a legend which identifies such things as:

- Common or public open space/recreation areas.

- Tot lots, barbeque areas, pools/spas, recreation buildings, sports courts, etc.
- Primary and secondary project entry points and their treatments.

5. **Additional Plans and Information:** Any of the following items may be required based on further review of the application. The contents of these items are described in other handouts, State regulations, or the City's Ordinances:

   1. Parking Study.

   2. Drainage Report.

   3. Arborist Report (trees).

   4. Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.

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Historic Ontario

The "Model Colony"

City of Ontario Planning Department
303 East "B" Street, Ontario, CA 91764
Phone: (909) 395-2036 Fax: (909) 395-2420

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

___ Alteration ___Relocation ___Addition ___Infill

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	Property Status		Application Processing
___ **HP Commission**	___ Alteration	___ **Designated**	___ **Landmark – No.:** _____	File No.: _____
___ **HP Subcommittee**	___ Relocation	___ **Nominated**	___ **District**	Date: _____
___ **Staff**	___ Addition	___ **Eligible**	___ Armsley Square	Staff Init: _____
	___ Infill	___ **Noncontributing / infill**	___ College Park	Fees: _____
		___ National Register	___ La Deney Drive	Receipt #: _____
		___ California Register	___ Rosewood Court	___ Other App. Req'd
			___ El Morado Court	Related File No.: _____
			Other: _____	___ Public Notice Req'd – 300 ft
				___ CEQA Review Req'd

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): _____

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_____

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: _____

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)

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

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: _____