



# CHECKLIST FOR CERTIFICATE OF APPROPRIATENESS



**A Certificate of Appropriateness may be granted by the Historic Preservation Commission or Planning Director as appropriate, for the alteration, restoration, rehabilitation, construction, removal, relocation or demolition of any Historic Landmark or contributing resource in accordance with Section 17.18.040 of the Rancho Cucamonga Development Code.**

## SECTION 1: Filing Requirements

- 1. Uniform Application Parts 1 and 3.
- 2. Five (5) sets of plans describing the size, height, and appearance of the proposed work.
- 3. One (1) site plan indicating the proposed alteration, location of existing structures, and location of structures on adjacent properties. (See attached example).
- 4. A written justification outlining the reasons for alteration and explaining how this alteration is compatible with the historical nature of the landmark.
- 5. If the application is for demolition, provide a written justification and an economic feasibility report.

## SECTION 2: Filing Fees

- Residential Alteration .....No Fee
- Non-Residential Alteration ..... See current fee list.

## SECTION 3: Approval Process

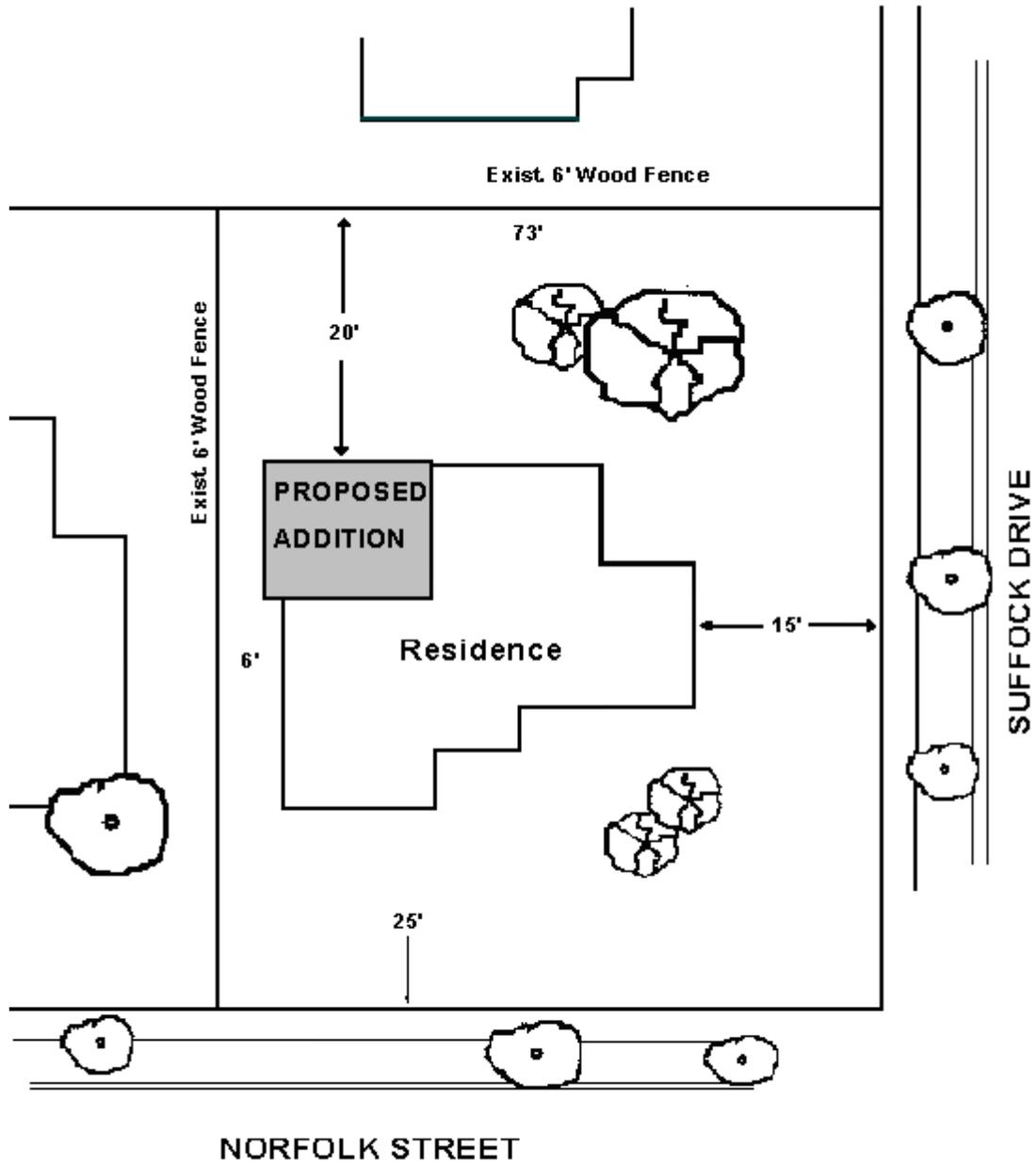
1. Prior to granting a landmark alteration permit, the Historic Preservation Commission shall hold a public hearing.
2. The Historic Preservation Commission may: (1) grant approval as requested by the applicant, (2) grant approval in a modified form, or (3) deny the application.
3. Notice of appeal to the City Council must be filed with the City Clerk within ten days following the action of the Historic Preservation Commission.

Planning Director Review: The Planning Director may review any Certificate of Appropriateness application for any of the following types of alterations:

- Repair or replacement of deteriorated materials with applications or materials of the same kind, type and texture already in use for roofs, windows, siding material, chimneys and fireplaces, accessory structures, or fencing.
- Addition or deleting of awnings, shutters, canopies, and similar incidental appurtenances.

- 1. Prior to granting a Certificate of Appropriateness, the Planning Director shall notify surrounding property owners.
- 2. The Planning Director may: (1) grant approval as requested by the applicant, (2) grant approval in a modified form, or (3) deny the application.
- 3. Notice of appeal to the City Council must be filed with the Planning Commission Secretary within 10 days following the action of the Planning Director.

# SAMPLE



Name  
Address  
Phone  
APN