



CITY OF SIERRA MADRE

Planning & Community Preservation Department
232 W. Sierra Madre Blvd. Sierra Madre, CA 91024

SUPPLEMENTAL

SUBMITTAL CHECKLIST FOR CERTIFICATE OF APPROPRIATENESS

INTRODUCTION

All permits for alteration, restoration, rehabilitation, remodeling, addition, change of use, demolition or relocation of **historic landmarks**, which alter the exterior appearance as seen from public view shall require a certificate of appropriateness from the Planning Commission. No permits for work on a property in the process of being considered for designation shall be awarded until a certificate of appropriateness, if applicable, has been secured.

All applications for certificates of appropriateness shall be submitted to the director of planning and community preservation for commission approval. The director shall forward the request to the commission within thirty days of receipt. The commission shall have sixty days to render a decision regarding the application. The applicant is encouraged to confer with the commission prior to submitting an application.

The evaluation of applications for certificates of appropriateness shall consider the existing and proposed exterior architectural style, design, arrangement, texture, materials, and any other factors with regard to the original distinguishing architectural characteristics of the **historic landmark**. Using the Secretary of the Interior's Standards for Rehabilitation as a guide, the reviewing body shall approve the issuance of a certificate of appropriateness for any proposed work if and only if it makes certain findings

Any request for the demolition of a designated historic landmark shall be accompanied by application for certificate of appropriateness or a certificate of economic hardship as described in Section 17.82.100. Demolition of an historic landmark may be approved only in connection with an approval of a replacement project.

Applications for certificates of appropriateness shall be filed with the city's department of planning and community preservation for processing. Applications shall include specific submittal requirements as determined by the commission and made available to the applicant. Where required by the commission, applications shall also show the relationship of the proposed work to the surrounding environs. The application shall be accompanied by any other information that the commission determines is required for them to make an informed judgment of the proposed work according to the standards of review in Section 17.82.090.

After the permit has been issued, the building inspector shall inspect the work approved by the commission in order to assure compliance. If the work is not being performed in accordance with the certificate of appropriateness, a stop work order shall be issued and all work shall cease.

*This checklist should be reviewed together with a planner and must be submitted with the complete application. **Incomplete applications will not be accepted***

Minimum Submittal Requirements:

Listed below are the minimum submittal requirements for Certificates of Appropriateness. If there are multiple entitlements, they may be combined under one submittal.

- Electronic Submittal**
All required submittals listed below shall be provided in electronic format via flash drive or CD.

- Master Zoning Application Form – One (1) copy**
 - a) Cover sheet with applicant signature, notarized
 - b) Environmental Assessment
 - c) Tree Inventory
 - d) Entry onto Private Land
 - e) Owner’s Affidavit

- Ownership Verification – One (1) copy**
 - a) Copy of Grant Deed, Deed of Trust, or Title Report showing ownership
 - b) Written consent from property owner to authorize representative to submit an application on behalf of the property owner, if applicable
 - c) Copy of any recorded covenants and/or deed restrictions for the property

- Notification Packet**

- Acknowledgement – One (1) copy, attached herein.**

- Application Fees – See adopted fee schedule, viewable at:**
<https://www.cityofsierramadre.com/cityhall/finances/fees>

It is recommended that the following submittal requirements be completed by a licensed architect.

- Project Narrative** – One (1) 8 ½” x 11” copy (Additional 8 ½”x 11” copies may be required for Planning Commission reviews, subsequent to initial application submittal).

For all Certificate of Appropriateness Applications, provide a written narrative that thoroughly describes the proposed project and how it is consistent with the Secretary of the Interior's Standards for Rehabilitation. The narrative shall also describe how the project meets the following required findings for approval of a Certificate of Appropriateness.

1. With regard to a historic landmark, the proposed work will neither adversely affect the integrity of the significant architectural features, nor adversely affect the historic character or value of the historic landmark.
2. In the case of construction of a new improvement, addition, building or structure upon a designated historic landmark site, the use and exterior of such improvements will not adversely affect and will be compatible with the use and exterior of the historic landmark.

- Design Drawings** – One (1) 11” x 17” copy (Additional 11” x 17” copies may be required for Planning Commission reviews, subsequent to initial submittal).

The Design Drawings shall include all required drawings to document and describe the existing and proposed conditions of the project. Drawings shall be drawn to scale and shall include the preparer's contact information, a north arrow, date prepared, the scale, a vicinity map and a legend identifying symbols and abbreviations.

- Proposed date for start of construction
- Vicinity Map showing ½-mile radius street system with project site highlighted
- Cover Sheet with a project data table containing the following information:
 - 1) Total area of site in square footage
 - 2) Gross and Net building area calculations:
 - a. Existing and proposed square footage
 - b. Existing and proposed number of buildings and dwelling units
 - 3) Existing building construction dates
 - 4) Existing and proposed vehicular parking spaces with minimum required by the Zoning Code ([SMMC Ch. 17.68](#)).
 - 5) Existing and proposed loading spaces (driveways) and size, including minimum standard required by the Zoning Code.
 - 6) Existing and proposed Floor Area Ratio, including maximum allowed by the Zoning Code.
 - 7) Existing and proposed Lot Coverage, including maximum allowed by the Zoning Code.
 - 8) Existing and proposed building heights and number of stories.
 - 9) Total area of project site proposed to be dedicated towards landscaping, if any.
 - 10) Total area of project site proposed to be dedicated towards hardscape/paving, if any.
 - 11) Existing zoning and land use designation.
 - 12) Existing and proposed UBC occupancy group and construction type.

- Existing Site Plan including the following information and clearly indicating any structures, building walls or existing site features proposed to be removed:
 - 1) Property lines and adjoining sidewalks and streets.
 - 2) Existing structures - location, outside dimensions and use of all existing buildings and structures including building features such as elevated porches and outside stairs.
 - 3) Existing trees with accurate canopies depicted, numbered to correspond to the tree survey provided and indicating those that are protected by the Tree Preservation and Protection Ordinance and those that are proposed to be removed, retained or relocated.
 - 4) Existing landscaped areas.
 - 5) Existing paved areas.
 - 6) Existing fences, walls or retaining walls.
 - 7) Footprints of adjacent buildings on abutting property(ies).

- Proposed Site Plan including the following information, if changes to the existing site plan or new construction/additions are proposed:
 - 1) All information listed on the Existing Site Plan that is proposed to remain.
 - 2) If on-site structure or tree relocation is proposed, depict the proposed new locations.
 - 3) For additions and new construction, clearly indicate location, outside dimensions and use of proposed new construction.
 - 4) Indicate proposed location of electrical vault, gas and electrical meters, fire sprinkler valves, backflow preventer, HVAC condensers, and any other ground-level mechanical equipment, including proposed method of screening from public view.

- Existing Floor Plan for each floor of buildings proposed to be affected by the project, including the following information and clearly indicating any walls, windows, doors or other building elements proposed to be removed or altered (not required for projects proposing demolition of all existing structures):
 - 1) Exterior and interior walls of the affected structure
 - 2) Attached exterior features such as awnings, canopies or balconies
 - 3) Locations and sizes of all window and door openings

- Proposed Floor Plan for each floor of buildings proposed to be affected by the project or for proposed new buildings, including the following information:
 - 1) All information listed on the Existing Floor Plan that is proposed to remain or for each floor of proposed new buildings.
 - 2) Clearly indicate all proposed new walls, windows, doors or other features.
 - 3) Include callouts to locations of building sections provided.

- Existing Roof Plan for buildings proposed to be affected by the project, including the following information and clearly indicating any areas or features of the roof proposed to be removed or altered (not required if no changes are proposed to be made to the roof or for projects proposing demolition of all existing structures).
 - 1) Ridges and valleys of the existing roof
 - 2) Direction and pitch of roof slopes
 - 3) Existing roof materials

- 4) Existing eaves or parapets, including any exposed rafters, beams, brackets fasciae, gutters and other features of the roof
- Proposed Roof Plan for buildings proposed to be affected by the project, including the following information, if changes to the roof are proposed or for proposed new construction:
- 1) All information listed on the Existing Roof Plan that is proposed to remain or that is proposed for new construction.
 - 2) Clearly indicate new roof areas and new roof features.
 - 3) Proposed locations of all exterior rooftop mechanical equipment.
- Existing Building Elevations for building facades proposed to be affected by the project, including the following information and clearly indicating any features proposed to be removed or altered (not required for projects proposing demolition of all existing structures):
- 1) Accurate depiction of affected facades including roof form, eaves or parapets, building walls, window and door openings and detailing, foundations and all architectural features including awnings, canopies, bulkheads, cornices, gutters, downspouts and other architectural details on the façade.
 - 2) Depict and call out all existing exterior façade materials and features
 - 3) Call out building heights
 - 4) For projects proposing replacement of historical exterior materials, provide accurate representation, dimensions and finishes of existing materials proposed to be replaced.
- Proposed Building Elevations in color and black and white including courtyard or other secondary elevations with the following information:
- 1) All information listed on the Existing Building Elevations that is proposed to remain or for proposed new construction.
 - 2) For alterations of existing buildings, clearly indicate new façade elements, window or door openings, light fixtures, etc.
 - 3) For additions, clearly demarcate the location of existing walls and new walls.
 - 4) For new construction, provide:
 - a) Elevations of existing buildings adjacent to front elevation
 - b) Locations of through-the-wall mechanical vents
 - c) Locations of downspouts and drainage outlets or scuppers
 - d) Locations of lighting fixtures
 - e) Conceptual locations of signs
 - 5) Include callouts to locations of wall sections provided.
 - 6) Street elevation drawing or photographic rendering of proposed elevation and adjacent building(s) on abutting property(ies), to scale.
- Proposed Building and Site Sections (cross and longitudinal, for new construction, referenced to callouts provided on the Proposed Floor Plans)
- 1) Building walls (including freestanding walls)
 - 2) Floor-to-floor dimensions
 - 3) Cut, fill, and spot elevations, as required

- Phasing Plan (for multi-phased projects) depicting all elements of the project proposed to be completed within each construction phase.
- Proposed Landscape Plan (not required for projects not proposing any changes to landscaping or hardscaping)
 - 1) Planting plan showing location, spacing, common name, botanical name, container size, quantity of all proposed new plant material, with distinct plant symbols for each specimen
 - 2) Landscape construction plan with dimensions, materials, finishes (drawings, manufacturer specifications, and/or photographs of an existing installation)
 - 3) Hardscape details including paving, trash enclosure, raised planters, water features, fences, walls, site furniture, etc.
 - 4) Exterior lighting including type of fixture and manufacturer specifications
 - 5) Existing trees proposed to remain (trees with a 4-inch diameter or greater shall be identified by species and diameter-at-breast height.)
 - 6) Tree Protection Plan if existing public or private protected trees are proposed to be retained during construction.
- Materials Specifications** – One (1) 8 ½” x 11” copy (Additional 8 ½”x 11” copies may be required for Planning Commission reviews, subsequent to initial application submittal)
 - Manufacturer’s Specifications (e.g., brochures/cut-sheets) for new manufactured features including new windows, doors, light fixtures, vent/drain caps, etc. including materials, finishes and colors.
 - Materials Palette (digital) including images, manufacturer and product name/number and finishes and textures for all proposed exterior materials including cladding, accent materials, proposed color/paint and fabric swatches.
 - Physical Samples of new materials including exterior cladding, roofing, architectural trims, paving, etc. (if determined necessary by staff)
- Perspective Renderings** – One (1) 11” x 17” copy (Additional 11”x 17” copies may be required for Design Commission reviews, subsequent to initial application submittal).
 - Eye-level, perspective renderings or virtual illustrations (in color) depicting the elevations visible from the street and the building in its context.
- Three-Dimensional Digital Model**
 - Projects that require Planning Commission review must include a 3-D digital model of the proposed building in SketchUp (.skp) format.
- Context Photographs** One (1) 8 ½” x 11” copy. (Additional 8 ½”x 11” copies may be required for Planning Commission reviews, subsequent to initial application submittal)

**SUBMITTAL CHECKLIST
FOR CERTIFICATE OF APPROPRIATENESS**

Page 7 of 8

- Project Site Context: Color photographs of the existing project site taken from various vantage points from the street and from within the project site showing the existing structure(s), tree(s), and other existing site improvements. Provide full elevation photographs of all site structures including detailed images of affected architectural features proposed for alteration.
- Neighborhood Context: Color photographs of existing buildings on both sides of the street on which the project is proposed, between two cross streets. Photographs should identify the address of the property depicted and should be taken perpendicular to the building. If the project is on a corner lot, photographs should include both streets.
- Photographic Key Map indicating from where and at what angle the photographs were taken. All photographs provided should be labeled to correspond to the locations on the photographic key map.

Additional Documentation

Additional documentation may be required at the City's discretion to fully document the scope, intent and details of the proposed project. These may include assessments of current conditions by qualified professionals, historical evaluations, samples of existing materials, etc.

ACKNOWLEDGEMENT

I, _____ (property owner), understand that I cannot proceed with the changes requested in this application unless and until a Certificate of Appropriateness is issued by the Planning Commission. I further understand that neither this application nor a subsequently issued Certificate of Appropriateness supersede the need to acquire building and other applicable permits under the Sierra Madre Municipal Code.

Property Owner Signature

Date