



## Certificate of Appropriateness Instructions

The Cultural Heritage Commission is responsible for the review of all exterior physical changes to designated historic landmarks and all properties located within historic districts, whether or not a building permit is required. This pertains to repainting, restuccoing, and fences. All exterior work is reviewed, even if it can't be seen from the street. Interior alterations are not reviewed unless it affects the exterior. Normally, ordinary maintenance and minor repairs do not require a Certificate of Appropriateness.

Please use the attached application form to describe your project. The project description should list all proposed alterations and include specifications and details regarding the work. Your application shall contain, at a minimum, the following information:

- ✓ Photograph of the subject property
- ✓ Photograph of the specific areas of the building to be modified
- ✓ Clear detailed description of the proposed work
- ✓ Site Plan, where applicable
- ✓ Color samples, from paint supplier. Please Note: If a change in exterior color is requested, please submit color samples and note their location (main body, trim, trim, highlight, etc.)
- ✓ Brochure or other source of information describing product or material to be used
- ✓ Drawing or rendering to illustrate the proposed change or alteration, if applicable
- ✓ Landscape plan and landscape calculations for additions or hardscape projects

Please note, for painting or roofing make sure to include the manufacturer, color and product number that you are proposing upon submittal of application. If this information is not included, it could delay the process.

Environmental regulations according to the California Environmental Quality Act (CEQA) may also require review.

Depending on the scope of work, some projects may be approved by staff, while others will require review by the Cultural Heritage Commission.

If you have further questions or need additional information, please call the City's Historic Preservation Office at 562.570.6194 or email [historicpreservation@longbeach.gov](mailto:historicpreservation@longbeach.gov)



## Acknowledgement Form

Project Location: \_\_\_\_\_ Long Beach, CA 908 \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Tel: \_\_\_\_\_

### Property Owner Acknowledgements:

*The property owner shall defend, indemnify, and hold harmless City and its agents, officers, and employees from any claim, action, or proceeding against City or its agents, officers, and employees to attack, set aside, void, or annul the approval of City concerning the processing of the proposal/entitlement or any action relating to, or arising out of, such approval. At the discretion of the City and with the approval of the City Attorney, a deposit of funds by the property owner may be required in an amount sufficient to cover the anticipated litigation costs. This acknowledgement does not imply project approval.*

*(I/We) the undersigned have read and agree with all the above.*

*(I/We), the undersigned, declare under penalty of perjury under the laws of the State of California that (I am/We are) the owner(s) of the property involved in this application; that the information on all plans, drawings and sketches attached hereto and all the statements and answers contained herein are in all respects true and correct.*

Owner Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Agent/Representative: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Tel: \_\_\_\_\_

Project Designer/Architect: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Tel: \_\_\_\_\_

### FOR DEPARTMENT USE ONLY BELOW THIS LINE

Filing Date: _____	Assigned Planner: _____
Accepted by: _____	Related Cases: _____
Infor No.: _____	_____
Noticing Radius: _____	Council District: _____

To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at [longbeach.gov/lbds](http://longbeach.gov/lbds) and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.

**CERTIFICATE OF APPROPRIATENESS**

## Minor (Staff) Project Application

<b>Please print legibly or type</b>	DATE:	PROJECT NO:	CASE NO: <b>COAS</b>
PROJECT ADDRESS (NOT MAILING LIST):		HISTORIC DISTRICT/LANDMARK NAME:	
APPLICANT'S NAME:		PROPERTY OWNER'S NAME:	
APPLICANT'S ADDRESS:		PROPERTY OWNER'S ADDRESS:	
CITY, STATE, ZIP:		CITY, STATE, ZIP:	
TELEPHONE (INCLUDING AREA CODE):		TELEPHONE (INCLUDING AREA CODE):	
APPLICANT'S EMAIL:		PROPERTY OWNER'S EMAIL:	
PRIMARY CONTACT PERSON: <input type="checkbox"/> Applicant <input type="checkbox"/> Property Owner			

**Please check the appropriate boxes below. Only check a box if it accurately and describes your proposed work, otherwise leave boxes blank. In addition, please briefly describe your project noting materials, colors, location, and type of work proposed. Also note the reason for the requested modification.**

**1. PROPOSED PROJECT**

- |   |                                     |                                     |   |
|---|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> New Construction           | <input type="checkbox"/> Relocation | <input type="checkbox"/> Addition   | <input type="checkbox"/> Signage/Awning |
| <input type="checkbox"/> Restoration/Rehabilitation | <input type="checkbox"/> Alteration | <input type="checkbox"/> Demolition | <input type="checkbox"/> Other: _____   |

**2. PROJECT DESCRIPTION**


**3. REASON FOR CHANGE(S)**


**4.**

TOTAL SQUARE FEET OF THIS PROJECT: COMM: _____ RES: _____ GAR: _____ MISC: _____	VALUATION OF WORK COVERED BY THIS APPLICATION: \$ _____
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*I, the undersigned, declare under penalty of perjury under the laws of the State of California that the information on this Certificate of Appropriateness application is true and correct. In addition, I understand that I cannot proceed with the environmental changes requested in this application unless and until a Certificate of Appropriateness is issued by the Cultural Heritage Commission or the Historic Preservation Officer. I further understand that neither this application nor a subsequently issued Certificate of Appropriateness supersedes the need to obtain the necessary building permits and other applicable permits under the City of Long Beach Municipal Code.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail or email completed application to: [historicpreservation@longbeach.gov](mailto:historicpreservation@longbeach.gov)**FOR DEPARTMENT USE ONLY BELOW THIS LINE**CEQA Review: ☐ Exempt ☐ Pending ☐ Completed (note type): \_\_\_\_\_

Issued By: _____ Date: _____	<input type="checkbox"/> Submittal Complete <input type="checkbox"/> Submittal Incomplete <input type="checkbox"/> CHC Date: _____	COA Fee: \$ _____ 8% Surcharge: \$ _____ <b>TOTAL: \$ _____</b>
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To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at [longbeach.gov/lbcd](http://longbeach.gov/lbcd) and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.