



## Application to Designate a Historic Resource as a **HISTORIC MONUMENT OR LANDMARK**

§17.62.050 of the Pasadena Municipal Code sets forth a procedure for designating any historic resource in the City as a historic monument or landmark. 1) The process begins with a preliminary evaluation by staff to determine if the nominated property meets the applicable criteria and is eligible for designation. 2) If staff determines that the nominated property is eligible for designation, the nomination is scheduled for a public hearing before the Historic Preservation Commission. 3) The Historic Preservation Commission determines if the historic resource meets the criteria for designation as a historic monument or landmark. If the Commission finds that the nominated resource qualifies for designation, it forwards a recommendation on the designation to the City Council. 4) At a noticed public hearing, the Council then determines whether to approve or deny the request for designation.

### **PART I. PROPERTY PROPOSED FOR DESIGNATION**

|                                  |  |  |
|----------------------------------|--|--|
| 1. Name of Property:             |  |  |
| 2. Property Address:             |  |  |
| 3. Date of Original Construction |  |  |
| 4. Architect / Builder:          |  |  |
| 5. Present Owner: (Name)         |  |  |
| (Address)                        |  |  |
| (State/ZIP)                      |  |  |
| (Phone/FAX)                      |  |  |
| (E-mail)                         |  |  |

### **PART II. APPLICANT**

|                                    |  |  |
|------------------------------------|--|--|
| Applicant: (if not property owner) |  |  |
| (Address)                          |  |  |
| (State/ZIP)                        |  |  |
| (Phone/FAX)                        |  |  |
| (E-mail)                           |  |  |

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

Date received: \_\_\_\_\_

Planner: \_\_\_\_\_



## Application to Designate a Historic Resource as a **HISTORIC MONUMENT OR LANDMARK**

### **PART III: TYPE OF DESIGNATION**

#### **PROPERTY TO BE DESIGNATED AS A:**

|  |   |
|--|---|
| <b>HISTORIC MONUMENT</b> <input type="checkbox"/>  | <b>LANDMARK</b> <input type="checkbox"/>  |
| <i>A historic monument means any historic resource that is significant at a regional, state or national level, and is an exemplary representation of a particular type of historic resource.</i> | <i>A landmark means any historic resource that is significant at a local level, and is an exemplary representation of a particular type of historic resource.</i> |

### **PART IV: BRIEF DESCRIPTION OF PROPERTY**

Briefly describe the property proposed for designation, indicating whether the entire site or a portion of the site is the subject of the nomination (e.g., how many buildings on the site). A map may be used for the description. Please also submit recent photographs. Use continuation sheet if necessary.

Refer to continuation sheet, site plan and recent photographs.

---

---

---

---

---

---

---

---

**PART V: SUPPLEMENTAL INFORMATION ON SIGNIFICANCE OF PROPERTY.** With this application, please attach information that will assist staff with the preparation of a designation report. Books, photographs, articles, and other archival information will all be useful to document the significance of the historic resource.

Refer to bibliography, historical photographs, chronology, and other supporting information.

### **PART VI: LEGAL DESCRIPTION.**

Attach a copy of the most recent recorded legal description for the property. This can usually be found in the deed for the property or other documents received when the property was purchased. This can also be obtained by the Title Company.



## *Application to Designate a Historic Resource as a* **HISTORIC MONUMENT OR LANDMARK**

### **CRITERIA FOR DESIGNATION**

#### **CRITERIA FOR DESIGNATING A HISTORIC MONUMENT**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1. It is associated with events that have made a significant contribution to the broad patterns of the history of the region, state or nation.  |
| <input type="checkbox"/> | 2. It is associated with the lives of persons who are significant in the history of the region, state or nation.  |
| <input type="checkbox"/> | 3. It is exceptional in the embodiment of the distinctive characteristics of a historic resource property type, period, architectural style or method of construction, or that is an exceptional representation of the work of an architect, designer, engineer, or builder whose work is significant to the region, state or nation, or that possesses high artistic values that are of regional, state-wide or national significance. |
| <input type="checkbox"/> | 4. It has yielded, or may be likely to yield, information important in prehistory or history of the region, state or nation.  |

A historic monument designation may include significant public or semi-public interior spaces and features.

#### **CRITERIA FOR DESIGNATING A HISTORIC LANDMARK**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1. It is associated with events that have made a significant contribution to the broad patterns of the history of the city.   |
| <input type="checkbox"/> | 2. It is associated with the lives of persons who are significant in the history of the city.   |
| <input type="checkbox"/> | 3. It embodies the distinctive characteristics of a locally significant historic resource property type, architectural style, period, or method of construction, or that represents the work of an architect, designer, engineer, or builder who is locally significant, or that possesses high artistic values that are locally significant. |
| <input type="checkbox"/> | 4. It has yielded, or may be likely to yield, information important locally in prehistory or history.   |