



Historic Designation Process

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

How Does a Structure Become a Landmark (Historic Designation)?

Under the City's Historic Preservation Ordinance (Title 17, Chapter 17.81), any property owner, the Covina Historic Society, any community or ethnic association, or any Covina citizen, or a member of City Council or Planning Commission may file for a nomination of historic designation. A development application on an historic site or a request to alter or demolish a historic structure could also cause historic designation consideration. An application for Historic Designation (Landmark or Structure of Merit) is available from the Planning Division. The Historic Designation application fee is \$5,971.

The following is a summary of the steps in the Historic Designation (Landmark or Structure of Merit) process (Chapter 17.81.060B):

- Upon request for Historic Designation (Landmark), the Planning staff conducts a thorough field study of the site to carefully document all structures and features, including photos, notes and site plan. Alternatively, the Planning staff may hire a consultant to prepare the field study and documentation.
- Records are researched to determine age of structure, property ownership, history, and other known facts about the property, its former inhabitants and use. Alternatively, the Planning staff may hire a consultant to prepare the records documentation. The results then are compiled into a written report to the Planning Commission
- The Planning Commission shall conduct a public hearing and make a recommendation to the City Council within 60 days from the date the Historic Designation application is found to be complete. Property owner within 300 feet of the boundaries of the property upon which is located the proposed Historic Designation will be notified within 10 days prior to the hearing.
- The Planning Commission shall consider all evidence and testimony at the public hearing and shall forward a recommendation for approval or approval with conditions or denial to the City Council in the form of a nomination statement.
- Upon receipt of the nomination statement, the City Council shall set a public hearing within 45 days for consideration and provide notice in the same manner as in Planning Commission public hearing.
- Upon designation by the City Council, the City Clerk shall record the City Council's decision in the office of the County Recorder of the County of Los Angeles.



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GENERAL INFORMATION

Property Owner:

Staff Use Only

Date:

Phone:

Email:

MUNIS NO:

FILE NO:

Property Owner Address:

Applicant Name:

Applicant Address:

Applicant Phone & Email:

PROPERTY LOCATION (Individual properties)

Street Address of Property:

Zip Code:

Assessor's Parcel No(s):

Precise Legal Description (Attach additional sheets if necessary):

Tract:

Block:

Lot(s):

Other:

Ownership:

Private

Public

Present Use:

Original Use:

ARCHITECTURAL DESCRIPTION (Fill in below or complete attached description worksheet)

Architectural Style:

Description of Property:

CONSTRUCTION HISTORY AND CONDITION

Construction Date:

Factual:

Estimated:

Architect/Designer:

Builder:

Contractor:

Condition:

Excellent

Good

Fair

Poor

Deteriorated

Dangerous

Alterations (list all alterations to property):

Threats to Property:

None Known

Development

Government Project

Vandalism

Zoning

Other: _____



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Is the Structure on its

Original Site?

Yes

No

Unknown

If yes, date moved?

Briefly State Historical and/or Architectural Importance (include dates, events, and persons associated with the property:

Sources (list books, documents, surveys, personal interviews with dates:

Explain how this building/structure meets the following criteria for historic designation (Use separate sheets if necessary).

1. It exemplifies or reflects special elements of the city's cultural, social, economic, political, aesthetic, engineering, and architectural or natural history.

2. It is identified with persons or events significant in local, state, or national history.

3. It represents the work of a notable builder, designer, or architect.

4. It embodies distinctive characteristics of a style, type, period, or method of construction, or is a valuable example of the use of indigenous materials or craftsmanship.



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5. It contributes to the significance of an historic area, being a geographically definable area possessing a concentration of historic or scenic properties or thematically related grouping of properties which contribute to each other and are unified aesthetically by plan or physical development.

6. It is one of the few remaining examples in the city of Covina, region, state, or nation possessing distinguishing characteristics of an architectural or historic type or specimen.



Application For Historic Designation Description Worksheet

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Description Worksheet

_____ is a _____-story, _____,

Address of property

no. of stories

architectural style

plan shape

Plan _____ with a _____ finish and _____ trim.

structure use (residence, etc.)

material (wood, brick, stucco, etc.)

material (wood, metal, etc.)

It's _____ roof is _____,

roof shape

material (clay tile, asphalt, etc.)

window material

window type (casement, etc.)

windows are part of the design.

The entry features a _____, _____ door.

door location (recessed, centered, etc.)

entry door style

Additional character defining elements of the structure are _____

identify ORIGINAL FEATURES such as porches

Balconies; number and shape of dormers; cumber and location of chimneys; shutters

Secondary finish materials; parapets; metal trim; decorative tile or cast stone; arches; ornamental woodwork;

Symmetry or asymmetry; cornices; friezes; towers or turrets; bay windows; halftimbering; horizontally; vertically;

Formality or informality; garden walls; etc.

Secondary buildings consist of a _____.

Identify garage; garden shelter; etc.

Significant interior spaces include _____

Identify ORIGINAL FEATURES such as wood paneling; moldings and trim;

Special glass windows; ornate ceilings; plaster moldings; light fixtures; painted decoration; ceramic tile;

Stair balustrades; built-in furniture; etc.

Important landscaping includes (Identify notable mature trees and shrubs):