

Planning and Building Agency
Planning Division
20 Civic Center Plaza
P.O. Box 1988 (M-20)
Santa Ana, CA 92702
(714) 647-5804
www.santa-ana.org

HISTORIC RESOURCES COMMISSION REVIEW

I. What is the Historic Resources Commission?

In August of 1998, the Santa Ana City Council approved an ordinance, which created the Historic Resources Commission (HRC). The HRC was established to recognize and preserve historic structures important to the protection of the rich historic heritage of the City of Santa Ana. This nine-member board will advise and make recommendations regarding historic properties; recommend to the City Council policies and regulations related to the protection, reuse, and rehabilitation of historic structures; and foster public awareness of historic and architectural resources throughout the City.

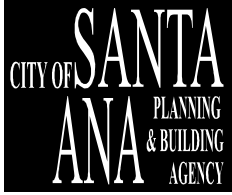
II. When does a property require HRC review?

In addition to the creation of the HRC, the City Council also created a list of historically significant properties called the Santa Ana Register of Historical Properties commonly referred to as the local Register. Any property on the local Register proposing an exterior alteration (painting excluded), relocation, or demolition of the historic structure must first have that request reviewed by the HRC. The attached application must be completed and submitted to the Planning Division to schedule the required HRC public hearing. At the public hearing, the HRC will evaluate the merits of the proposal, consider public input, and provide appropriate comments for the project prior to taking action on the proposal.

III. How long does the process take?

The HRC meets the first Thursday of each month. A minor exterior alteration generally may be scheduled for the next month's meeting provided sufficient time exists for the proper noticing of the public hearing and the processing of the appropriate environmental review. Demolitions and more complex modifications often require more extensive environmental analysis and may take considerably longer to review and schedule for hearing.

For additional information, please contact the Planning Division at (714) 647-5804.



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HISTORIC RESOURCES COMMISSION REVIEW APPLICATION

HISTORIC PROPERTY INFORMATION

Property Address: _____
 Historic Property Name: _____
 Assessor's Parcel No.: _____
 Current Use: _____ Residential _____ Commercial/Professional _____ Industrial _____ Other
 Proposed Use (if different from above): _____
 Year Built: _____ Architectural Style: _____

LEGAL OWNER INFORMATION

Legal Owner Name: _____
 Legal Owner Address: _____

 Phone No.: () _____ () _____ Fax: () _____
 Contact Name (if different from Owner): _____
 Phone No.: () _____ () _____ Fax: () _____

PROPOSED PROJECT

DEMOLITION * RELOCATION ALTERATION/NEW CONSTRUCTION
 OTHER _____

If demolition is proposed, describe the replacement project planned (if any): _____

Describe in detail the project request (e.g., any exterior alteration, remodeling, restoration, demolition, or other work proposed): _____

Describe why the proposed modification to the structure is needed: _____

*** Note: If the demolition is part of a development project, there will be no issuance of a demolition permit until the applicant has received site plan review approval.**

UNDERSTANDING AND AFFIDAVIT

I CERTIFY under penalty of perjury, that the statements and answers contained herein and any other information herewith submitted as part of this application are in all respects true and correct to the best of my knowledge and belief.

Applicant Signature _____ Date _____

Legal Owner Signature _____ Date _____

NOTE: An agent may sign for the property owner if a certificate of notarized power of attorney is filed with this application.

(To be Completed by Staff)

Santa Ana Register No.: _____
National Register: Yes _____ No _____

Accepted By: _____
Date Accepted: _____
HRC No.: _____
Historic Category: _____

SUBMITTAL CHECKLIST

DEMOLITIONS	ALTERATIONS/ NEW CONSTRUCTION	HISTORIC STRUCTURE RELOCATIONS
<input type="checkbox"/> Application Form/Fees Completed and signed. Applicant is responsible for all applicable environmental review fees.	<input type="checkbox"/> Application Form/Fees Completed and signed.	<input type="checkbox"/> Application Form/Fees Completed and signed.
<input type="checkbox"/> One Copy of the Grant Deed and Title Report Current within six (6) months.	<input type="checkbox"/> One Copy of the Grant Deed and Title Report Current within six (6) months.	<input type="checkbox"/> One Copy of the Grant Deed and Title Report Current within six (6) months.
<input type="checkbox"/> Building Photographs Minimum 3" x 5." One black and white set of photographs of street elevation(s), including other buildings on site, if any.	<input type="checkbox"/> Building Photographs Minimum 3" x 5." One black and white set of photographs of street elevation(s), including other buildings on site, if any.	<input type="checkbox"/> Receiver Site/Building-Photographs Minimum size 3" x 5." One black and white set of photographs of building street elevations(s), receiving site and adjacent properties.
<input type="checkbox"/> Site Plan All submittals require a fully dimensioned site plan, fourteen (14) copies, min. 1:100 scale, showing all existing buildings, major vegetation, easements or any other major component.	<input type="checkbox"/> Building Plans & Elevations Fourteen (14) full sets of <u>folded</u> plans (to 8½" x 11"). Plans must accurately represent existing conditions and proposed alterations or additions.	<input type="checkbox"/> Receiver Site Plan (if in Santa Ana) Fourteen (14) full sets of <u>folded</u> plans (to 8½" x 11") showing proposed location of building, existing major landscape features, adjacent buildings, property lines, setbacks, driveways, and other relevant features of the site and structure.
<input type="checkbox"/> Public Notification Submittals One Assessor's Parcel Map showing a 500 feet radius. Three (3) sets plus one copy of mailing labels for each property owner within the 500 feet radius, with the assessor parcel map number included in each label.	<input type="checkbox"/> Site Plan Fourteen (14) full sets of <u>folded</u> plans (8½" x 11") showing property lines, driveways, building footprint, and entrances. Accurately depict proposed alteration or new construction and other relevant features as they relate to the site.	<input type="checkbox"/> Building Plans & Elevations (existing and proposed) Fourteen (14) full sets of <u>folded</u> plans (8½" x 11") to accurately depict existing conditions and proposed alterations or additions if applicable.
<input type="checkbox"/> Historic Report Required Demolition requests require a historic resources report prepared by city approved consultant. This report is needed to further document the historic and cultural significance of the resource proposed for demolition.	<input type="checkbox"/> Public Notification Submittals One Assessor's Parcel Map showing a 500 feet radius. Four (4) sets of mailing labels plus one copy for each adjacent property within 500 feet radius with the assessor parcel map number included on each label.	<input type="checkbox"/> Relocation Plan Describe how the structure will be relocated and what will be done to assure preservation of historic features.
	<input type="checkbox"/> Other _____ _____	<input type="checkbox"/> Public Notification Submittals (Same as Alterations/New Construction)
		<input type="checkbox"/> Other _____ _____