



**CITY OF REDLANDS  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
FOR ALTERATIONS TO HISTORIC RESOURCES**

**CERTIFICATE OF APPROPRIATENESS NO.:** \_\_\_\_\_

Application shall be accompanied by a filing fee as set by the City Council and payable to the City Treasurer.

NAME OF APPLICANT (OWNER): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

LOCATION OF PROPERTY: \_\_\_\_\_

ASSESSOR'S PARCEL NO(S): \_\_\_\_\_

ZONE: \_\_\_\_\_ INTENDED USE IS: \_\_\_\_\_

For any alterations, ten (10) copies of the site plan and related material shall be submitted for Historic and Scenic Preservation Commission processing. All plans shall be folded to 8-1/2" x 12".

Site plan shall contain all of the following information and shall be checked for completeness by the Historic Preservation Officer prior to acceptance of this application by the Planning Department. A detailed written description of the proposed work shall be provided on this form.

**APPLICATION CHECKLIST:**

1. Name and address of owner and developer.
2. Name and address of person preparing map.
3. Approximate acreage, north arrow, scale and date of plan preparation.
4. Lot dimensions and distance to the nearest cross street.
5. A completely dimensioned and detailed site plan showing the location of all buildings, structures, signs, parking, landscaping, walls, and points of ingress and egress which are proposed to altered.
6. Architectural information as follows:
  - a. Elevations for each side of all the proposed alterations, including existing building features and a description of construction materials. Elevations shall clearly call out all of the proposed alterations.
  - b. Plans for all floors to be altered, including the use of each portion of the building.
  - c. Exterior color and material list with samples.
7. Landscaping information. (At option of Preservation Officer)
8. Existing structures and use of property immediately surrounding proposed development. (At option of Preservation Officer)
9. Current photographs of all sides of structure to be modified. All photographs shall be labeled to indicate direction of view. In the event it is an accessory structure, a picture of the main structure is also required. Polaroid photos are not accepted. If digital images are submitted they should be in GIF, JPEG, or BMP format on a disk.
10. Other information as required by the Preservation Officer.

**APPROVED FOR SUBMISSION:**

\_\_\_\_\_  
Historic Preservation Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Accepted for Review

\_\_\_\_\_  
Date

**Description of Work: (Include changes to windows, siding, roof, etc., if applicable)**

Front Elevation: \_\_\_\_\_

Side Elevations: (Give compass directions) \_\_\_\_\_

Rear Elevation: \_\_\_\_\_

Accessory Buildings: \_\_\_\_\_

Roof: \_\_\_\_\_

Foundation: \_\_\_\_\_

Attach a separate page(s) if more space is needed to provide a comprehensive description of the proposed work.