



## CITY OF MONROVIA HISTORIC PRESERVATION

### PROCEDURES FOR HISTORIC LANDMARK DESIGNATION

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The Historic Preservation Commission is responsible for reviewing applications for Historic Landmarks and forwarding a Nomination Statement on to the City Council for final designation of a landmark. The property owner(s) is/are responsible for filling out the attached paperwork and submitting the filing fee with the Planning Division. The Planning Division then prepares a report for the Historic Preservation Commission and they consider the landmark designation at a noticed public hearing. The Historic Preservation Commission makes a recommendation to the City Council in the form of a Historic Landmark Nomination Statement. The City Council will then make the final designation of the Historic Landmark at a public hearing.

Once a property is designated a historic landmark, all changes to the exterior of structures on the property are subject to the approval of a Certificate of Appropriateness by the Historic Preservation Commission.

The Historic Preservation Commission and the City Council must both find that the application meets one or more of the criteria and standards for the designations of a landmark as follows:

1. It is identified with persons or events significant in local, regional, state or national history.
2. It is representative of the work of a notable builder, designer, or architect.
3. It contributes to the significance of an historic area, being a geographically definable area possessing a concentration of not less than 50% of historic or architecturally related grouping of properties which contribute to each other and are unified aesthetically by physical layout or development.
4. It embodies one or more distinctive characteristics of style, type, period, design, materials, or craftsmanship. Note: in order for a property to be considered solely on this criterion, the structure must be fully restored from public view and must be an excellent example of an architectural style.
5. It has a unique location or physical characteristics or represents an established and familiar visual feature of neighborhood, community, or the City of Monrovia.
6. It incorporates elements that help preserve and protect an historic place or area of historic interest in the City.
7. It has yielded, or may be likely to yield information important in prehistory or history.

The applicant is responsible for researching the history of the home and supplying documenting information for the Commission to consider landmark determination. The attached sheet itemizes the information needed for submitting your application for landmark determination.

If you have questions, please contact the Planning Division Staff at (626) 932-5565.

**CITY OF MONROVIA  
HISTORIC PRESERVATION**

**APPLICATION FOR HISTORIC LANDMARK STATUS**

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Address: \_\_\_\_\_

Assessor Parcel # \_\_\_\_\_

Owner Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Purchased: \_\_\_\_\_

Historic Name \_\_\_\_\_

Original Use \_\_\_\_\_

Present Use \_\_\_\_\_

Architectural Style \_\_\_\_\_

Architect \_\_\_\_\_

Builder \_\_\_\_\_

If the structure has been moved, provide date moved and original location. \_\_\_\_\_

The application should include a detailed, descriptive narrative addressing each of the following items:

- Property/Structure Description**  
Provide a detailed description of the main structure (including architectural style). Describe all exterior features in detail (siding, type and style of windows, decorative elements, stonework, etc) and the property.
- Related Features**  
List other important features on the property (e.g. carriage house, garage, out buildings, masonry hardscape, prominent/specimen trees)
- Significance**  
Using the City Directories, submit a list (by year) of all the occupants that lived in the home. Using the additional references available, determine if any of the occupants were significant in local, regional or state history. Provide a write-up of persons with civic, local, state or national significance.
- Construction History**  
Research all building permits and list by date, the construction date of alterations made to the structure/property which substantially affects its architectural integrity. Include dates and sources if known (Possible source: building permit records)
- References**  
List any documents or persons used to obtain information about the property. Include page numbers and date of publication.

In addition, provide any supplemental information, photographs, or documentation that may be relevant to the historic character of the property. The Monrovia Public Library has many resources available for researching your home. Attached is a list of references available at the Library to help in the research of your property.