Community & Economic Development Department
Planning Division

3900 Main Street, 3rd Floor • Riverside, CA 92522
(951) 826-5800
RiversideCA.gov/Planning

HISTORIC DESIGNATION

Thank you for your interest in the City of Riverside's Historic Designation program. Cultural Resources include historically designated buildings, structures, sites, signs, objects, streets, landscapes, and trees that are of historic or archaeological significance and help interpret the city's rich history. To help preserve this past for the future, we encourage property owners to participate in the City's stewardship efforts as led by the Cultural Heritage Board.

There are many types of designations. The City maintains a program to designate Landmarks, Structures of Merit, Historic Districts. Please refer to the Historic Designations supplemental handout found at https://riversideca.gov/cedd/planning/forms.

PROCEDURES

Historic Designations require public hearings before the Cultural Heritage Board and City Council. The filing deadlines for each phase are available on-line or at the Planning Counter. The City Historic Preservation Officer is also available to help you at the Planning Counter, Monday through Thursday between 9:00 a.m. (10:00 a.m. on Wednesdays) & 4:00 p.m., via e-mail at cddinfo@riversideca.gov, or by calling (951) 826-5371.

Completing this application in full is important in order to communicate the information necessary for determining completeness and to ensure efficient processing (i.e., without delay). All applications are considered submitted on the "submittal deadline" listed on the Planning Case Review Schedule (See counter staff for a copy). Thank you for your investment in the City of Riverside.

NOTE: Historic designation nomination associated with a Mills Act Application must be received by the last submittal deadline in March of year for which the Mills Act Application is being submitted.

SUBMITTAL REQUIREMENTS

Attachments must be legible and provide the basis for designation. Remember that Staff is not familiar with the property and need this information to evaluate your request. If the plans are not legible or do not contain the information listed below, **your application will not be accepted for processing**.

PRINTED SUBMITTAL REQUIREMENTS: All submittal requirements listed below must be submitted on 8.5"x11" paper.

DIGITAL SUBMITTAL REQUIREMENTS: All submittal requirements listed below must also be submitted in a digital format (CD-ROM, thumb drive, etc.)

REQUIRED DOCUMENTS:

- ☐ One (1) copy of the completed Historic Designation Nomination form, including Applicant and Property Owner signatures
- ☐ Architectural Description (attached on separate sheet)
- ☐ Statement of Significance (attached on separate sheet)
- ☐ Historic Photographs (if available)
- ☐ Current Photographs, including interior of any character-defining features
- ☐ One (1) copy of the most recent Grant Deed

HISTORIC DESIGNATION NOMINATION FORM

Completing this application in full is important in order to communicate the information necessary for determining completeness. All applications are considered submitted on the "submittal deadline" listed on the Planning Case Review Schedule (See counter staff for a copy).

PROPERTY IDENTIFICATION

Proposed Designation Name: _____

Name Justification: _____

_____

Other Associated Names: _____

Street Address: _____ Assessor's Parcel Number(s): _____

Nearest Cross Streets: _____

CONSTRUCTION HISTORY & CURRENT STATUS

Year built: _____ ☐ Factual ☐ Estimated Source: _____

Architectural Style: _____

Architect/Designer: _____ Contractor: _____

Original Use: _____ Present Use: _____

Is the building or structure on its original site? ☐ Yes ☐ No ☐ Unknown

If relocated, approximate date of relocation? _____

Alteration: _____

_____

_____

_____

_____

ARCHITECTURAL DESCRIPTION (attach a separate sheet)

Provide a detailed description of the property's existing physical characteristics, architectural style, construction, materials, workmanship, setting, and overall appearance. Describe the site and its relationship to the surrounding environment, including all buildings, structures, objects, landscape features, and other improvements. Identify and describe the property's character-defining features, including significant exterior and interior elements, if applicable. Discuss the property's construction history, alterations, additions, and other changes over time, noting how these changes have affected its historic appearance and integrity.

HISTORIC DESIGNATION REQUEST

DESIGNATION TYPE REQUEST

- ☐ City Landmark
- ☐ City Structure or Resource of Merit
- ☐ Historic District (New)
- ☐ Dedesignation
- ☐ Historic Designation Modification
  Existing Historic Designation Type: ☐

STATEMENT OF SIGNIFICANCE (attach a separate sheet)

A statement of significance explains why a property is important and how it fits into a broader historic context. When writing this statement, please refer to the designation criteria from Title 20 of Riverside's Municipal Code and explain how the property fits one or more of the applicable criteria. The statement should identify what it is about the property that makes it noteworthy. A well-done statement will incorporate the history of the property, the people who owned or built the property, and/or events that occurred at the property. A brief summary of background information should be included, but more importantly it must be explained why the property is meaningful to Riverside.

APPLICABLE LANDMARK CRITERIA (If Nominating)

In accordance with Section 20.50.010, Landmark means:

A. Any improvement or natural feature that is an exceptional example of a historical, archaeological, cultural, architectural, community, aesthetic or artistic heritage of the City, retains a high degree of integrity; and

B. Meets one or more of the following criteria: (check applicable criteria)

- ☐ 1. Exemplifies or reflects special elements of the City's cultural, social, economic, political, aesthetic, engineering, architectural, or natural history;
- ☐ 2. Is identified with persons or events significant in local, State, or national history;
- ☐ 3. 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;
- ☐ 4. Represents the work of notable builders, designers, or architects;
- ☐ 5. Embodies a collection of elements of architectural design, detail, materials or craftsmanship that represent a significant structural or architectural achievement or innovation;
- ☐ 6. Reflects significant geographical patterns, including those associated with different eras of settlement and growth, particular transportation modes, or distinctive examples of park or community planning;
- ☐ 7. Conveys a sense of historic and architectural cohesiveness through its design, setting, materials, workmanship or association; or
- ☐ 8. Has yielded or may be likely to yield, information important in history or prehistory.

APPLICABLE STRUCTURE (OR RESOURCE) OF MERIT CRITERIA (If Nominating)

In accordance with Section 20.50.010, Structure (or Resource) of Merit means:

A. Any improvement or natural feature which contributes to the broader understanding of the historical, archaeological, cultural, architectural, community, aesthetic, or artistic heritage of the City while retaining sufficient integrity; and

B. Meets one or more of the following criteria: (check applicable criteria)

- ☐ 1. Has a unique location, embodies a singular physical characteristic, or contains a view or vista representing an established and familiar visual feature within a neighborhood, community or area;

- ☐ 2. Is an example of a type of building which was once common but is now rare in its neighborhood, community or area;
- ☐ 3. Is connected with a business or use which was once common but is now rare;
- ☐ 4. Has yielded or may be likely to yield, information important in history or prehistory; or
- ☐ 5. Represents an improvement or Cultural Resource that no longer exhibits the high degree of integrity sufficient for landmark designation, yet still retains necessary integrity under one or more of the landmark criteria to convey cultural resource significance as a structure or resource of merit.

APPLICABLE HISTORIC DISTRICT CRITERIA (If Nominating)

In accordance with Section 20.50.010, Historic District means an area which contains:

A. A concentration, linkage, or continuity of cultural resources, where at least 50 percent of the structures or elements retain significant historic integrity, (a "geographic Historic District") or

B. A thematically-related grouping of cultural resources which contribute to each other and are unified aesthetically by plan or physical development, and which have been designated or determined eligible for designation as a Historic District by the Historic Preservation Officer or Qualified Designee, Board, or City Council or is listed in the National Register of Historic Places or the California Register of Historical Resources, or is a California Historical Landmark or a California Point of Historical Interest (a "thematic Historic District").

In addition to either A. or B. above, the area also:

- ☐ 1. Exemplifies or reflects special elements of the City's cultural, social, economic, political, aesthetic, engineering, architectural, or natural history;
- ☐ 2. Is identified with persons or events significant in local, State, or national history;
- ☐ 3. 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;
- ☐ 4. Represents the work of notable builders, designers, or architects;
- ☐ 5. Embodies a collection of elements of architectural design, detail, materials or craftsmanship that represent a significant structural or architectural achievement or innovation;
- ☐ 6. Reflects significant geographical patterns, including those associated with different eras of settlement and growth, particular transportation modes, or distinctive examples of park or community planning;
- ☐ 7. Conveys a sense of historic and architectural cohesiveness through its design, setting, materials, workmanship or association; or
- ☐ 8. Has yielded or may be likely to yield, information important in history or prehistory.

CONTACT INFORMATION

APPLICANT INFORMATION (PRIMARY CONTACT)

Firm/Company Name (if Applicable): _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Mobile: _____

Email: _____

INDEMNIFICATION AGREEMENT (PROPERTY OWNER & APPLICANT)

Applicant and legal owner of the property, hereby agree to defend, indemnify and hold harmless the City and its agents, officers, attorneys and employees from any claim, action, or proceeding (collectively referred to as "proceeding") brought against the City or its agents, officers, attorneys or employees to attack, set aside, void, or annul the City's decision to approve any tentative map (tract or parcel) development, land use permit, license, master plans, precise plans, preliminary plans, design review, variances, use permits, general and specific plan amendments, zoning amendments, and approvals and certifications under CEQA. This indemnification shall include, but not limited to, damages, fees and/or costs awarded against the City, if any, and cost of suit, attorney's fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by applicant, the City, and/or the parties initiating or bringing such proceeding.

Property Owner Signature _____ Date _____

Applicant Signature _____ Date _____

PROPERTY OWNER CONSENT

I hereby certify that I am (we are) the record owner(s) [for property tax assessment purposes] of the property encompassed by this application. I hereby consent to the consideration of the request identified in this application pursuant to Title 20 of the Riverside Municipal Code and authorize the applicant or representative identified in this application to act on my (our) behalf in all matters pertaining to the request. I (We) acknowledge that the request will be considered in accordance with the provisions of the Riverside Municipal Code and understand that, if approved, the property will be subject to the applicable regulations governing designated historic resources, as applicable to the action requested.

Property Owner Signature _____ Date _____

Property Owner of Record (PRINT NAME): _____

Property Owner Signature _____ Date _____

Property Owner of Record (PRINT NAME): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Mobile: _____

Email: _____

I have provided **one** of the following items*:

☐ Grant Deed indicating that I am the property owner.

** Please note: for certain projects, a Preliminary Title Report may be required in lieu of a Grant Deed.*

☐ Title Report indicating that I am the property owner.