



## CITY OF MONROVIA HISTORIC PRESERVATION

### Procedures for CERTIFICATE OF APPROPRIATENESS

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The Historic Preservation Commission is responsible for review of all alterations to or demolitions of Historic Landmarks or a Contributor in a District. An application with accompanying fee shall be submitted to the Planning Division.

The Commission will conduct a public meeting to consider each application. The Commission will issue a Certificate of Appropriateness if it is determined that the following findings can be made with regard to the proposed alteration:

1. It will not adversely affect any significant historical, cultural, architectural or aesthetic feature of the concerned property or the Historic District in which it is located;
2. The proposed change is consistent with or not incompatible with the architectural period of the building;
3. The proposed change is compatible in architectural style with existing adjacent contributing structures in an Historic District;
4. The scale, massing, proportions, materials, colors, textures, fenestration, decorative features and details proposed are consistent with the period and/or compatible with adjacent structures;
5. It will remedy any condition determined to be imminently dangerous or unsafe by the fire department or the building division;
6. In the case of demolition, a building permit has been issued for a replacement structure or project for the property involved; and
7. In the case of demolition, the applicant has submitted evidence to the satisfaction of the Commission that a financial commitment has been obtained by the applicant to assure completion of such replacement structure or project.

The following is required in filing for a Certificate of Appropriateness:

- Completed Certificate of Appropriateness Application.
- Plans, material samples, color samples, photographs and other items necessary to accurately convey proposed work to be approved.
- A fee shall be paid to the City of Monrovia.

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

**CITY OF MONROVIA  
HISTORIC PRESERVATION**

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

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**Site Information**

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

Landmark Number \_\_\_\_\_

Mills Act Number \_\_\_\_\_

**Owner**

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

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

Phone \_\_\_\_\_

**Architect/Contractor**

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

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

Phone \_\_\_\_\_

**Project Description**

Provide a full description of the proposed project, including location on building and reason for alteration.

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**Context**

Indicate how the proposed work is compatible with the original architectural style of the building. If in a Historic District, indicate how the work is compatible with the overall character of the District.

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**Required Submittals**

- Site Plan, Floor Plan, Elevations of proposed alteration in context with entire structure. Materials and colors must be specified on the plans. Multiple copies of the plans may be requested based on the scope of the work.
- Sample/Color Board.
- Photographs of the subject property showing the entire structure and details of the area(s) to be modified.
- Fee required.

**Owner Affidavit**

I, (we), \_\_\_\_\_ hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this application and that the foregoing statements and the information submitted herewith are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature