



CITY OF MONROVIA HISTORIC PRESERVATION

Procedures for SPECIAL REVIEW

Any alteration or demolition to a Potential Historic Landmark, Contributor to a Historic District or alteration to any building in the Historic Commercial Downtown District shall be reviewed by the Commission to assist the property owner in maintaining the historic character of the site.

Please fill out this form. No fee is required for filing this application, (with the exception noted below*). If you need help filling out the form, please contact a member of the Community Development Department /Planning Division for assistance

The following is required in filing for a Special Review:

- Completed Special Review Application.
- Plans, material samples, color samples, photographs and other items necessary to accurately convey proposed work to be approved.
- *A fee of \$ 103 shall be paid to the City of Monrovia for Downtown façade remodels and remodels to Potential Landmarks that are visible to the Street.

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 SPECIAL REVIEW

Site Address: _____

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.

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.

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