



CITY OF CORONADO

DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING DIVISION
1825 STRAND WAY, CORONADO, CA 92118
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COMMDEV@CORONADO.CA.US

HANDOUT 801 October 2020 HISTORIC ALTERATION PERMIT REQUEST (HAP)

PURPOSE: To request review of a proposed alteration to, or demolition of, a designated Historic Resource.

AUTHORITY: Coronado Municipal Code Title 84, Historic Preservation, Chapter 84.20

SUBMITTAL INSTRUCTIONS:

- 1. Application packages should be submitted to the City of Coronado Community Development Department via online file sharing. Contact tolsen@coronado.ca.us and request access to a shared drive to upload your application documents. The original signed version of this handout must be submitted to the Community Development Department via postal mail to the address at the top of this handout. In order to be docketed for a hearing of the Historic Resources Commission, applications must be complete inclusive of all required attachments. Incomplete applications will not be docketed and will be returned to the property owner.
2. Fee - Please see the current Planning Fee Schedule at www.coronado.ca.us/planning
3. For demolition of a Historic Resource, an environmental checklist form and fees per the Planning Department Fee Schedule, shall accompany the application, in accordance with the California Environmental Quality Act (CEQA).

REQUIRED ATTACHMENTS:

- Project Summary Statement. See page 2 of this application.
For projects that include additions visible from the public right of way: One full-color rendered perspective drawing depicting proposed alterations to the historic resource, prepared from a viewing position of five feet above sidewalk grade. Rendering must also be provided digitally, on a cd, flash drive, or emailed to tolsen@coronado.ca.us, as pdf or jpg files.
Current color photographs of the street view of the property, and each exterior elevation of all structures on the property. Include these photographs digitally as jpg files on a CD, or emailed to tolsen@coronado.ca.us
Samples of proposed exterior materials and finishes as relevant (i.e., wood, brick, or stucco texture samples).
One pdf copy of architectural plans and elevations drawn according to Building Department Plan Requirements (Handout 303), including:
o Site plan
o Demolition Plan
o Dimensioned Floor Plan
o Door and window schedule (coordinated with floor plans and elevations)
o Exterior elevations

APPLICANT DATA:

Address of Property: Assessor Parcel No.:
Owner: Applicant:
Mailing Address: Mailing Address:
Phone #: Phone #:
Email: Email:
Signature: Signature:

By signing this application, I acknowledge that I have reviewed the City's Historic Preservation Program Guidebook available at www.coronado.ca.us/preservation

CITY STAFF USE:

Case #: Date Received Date Application Complete Hearing Date:

PROPERTY ADDRESS: _____

Current Mills Act Status:

Recorded Mills Act Pending Council Approval No Mills Act Intend to apply

Are exceptions to zoning regulations requested as part of this application?

Setbacks Height Parking Floor Area Ratio (FAR) Lot Coverage

Summary Statement of Project:

Provide a complete written description of the proposed project (extent of demolition, location, size, and height of addition, project materials, finishes, colors, manufacturer's specifications, etc.)

If zoning exceptions are requested, identify the relevant zoning code sections and provide justification for these requests. Note that a zoning plan check review is not conducted in association with an application for a Historic Alteration Permit. It is the responsibility of the applicant to identify any zoning exceptions that are needed for the project and otherwise ensure that the project complies with the City's zoning ordinance.

Provide an evaluation of the project per the Secretary of the Interior's Standards for Treatment of Historic Properties; and, if the property has a recorded Mills Act, is on the Mills Act waiting list, or the property owner intends to apply for the Mills Act, also provide an evaluation of the project per the City of Coronado Guidelines for Alterations to Mills Act Properties. Attach additional pages as necessary to provide a complete Summary Statement.

ADDITIONAL INFORMATION:

City of Coronado Historic Preservation Program Guidebook including Guidelines for Alterations to Mills Act Properties, available at City Hall and online at: www.coronado.ca.us/preservation

The Secretary of the Interior's Standard for Treatment of Historic Properties: <https://www.nps.gov/tps/standards.htm>