



CERTIFICATE OF APPROPRIATENESS CHECKLIST

A certificate of appropriateness may be granted by the Historic Preservation Commission or Planning Director as appropriate, for the alteration, restoration, rehabilitation, construction, removal, relocation or demolition of any historic landmark or contributing resource in accordance with Section 17.18.040 of the Development Code. Contact the Planning Department to confirm the historic status of a property or resource.

SECTION 1: Filing Requirements

- 1. A Certificate of Appropriateness Application through our Online Permit Center at <https://www.cityofrc.us/onlinepermitcenter>.
- 2. Development package including plans describing the size, height and appearance of proposed work and a site plan indicating the proposed alteration, location of existing structures, and location of structures on adjacent properties (see attached example). **NOTE: The development package must be in one single PDF file at a maximum size of 100 MB. Individual sheets or large files will not be accepted and will delay the intake process. Please follow the instructions for PDF Formatting Requirements for EDR Submission attached.**
- 3. Signed Property Owner Declaration Form (attached) uploaded to the online application. **NOTE: The form must be signed by the legal property owner, property manager, or other legal representative of the property. Invalid signatures will not be accepted and will delay the intake process.**
- 4. Signed Hazardous Waste Site Statement (attached) uploaded to the online application.
- 5. A written justification outlining the reasons for alteration and explaining how this alteration is compatible with the historical nature of the property. Please upload this letter to the online application..
- 6. If the application is for demolition, provide a written justification and an economic feasibility report. Please upload this justification letter to the online application.
- 7. Filing fees (Section 2) will be assessed after all required documents are uploaded to the online application.

SECTION 2: Filing Fees

Refer to Development Fee Schedule for most current fees. Additional fees may apply upon review of the application. Application fees apply to 1st and 2nd submittal. Additional processing fee will apply to 3rd and subsequent submittals.

- Residential See current fee list.
- All Others See current fee list.



SECTION 3: Approval Process

Historic Preservation Commission Approval:

1. Prior to granting a landmark alteration permit, the Historic Preservation Commission shall hold a public hearing.
2. The Historic Preservation Commission may: (1) grant approval as requested by the applicant, (2) grant approval in a modified form, or (3) deny the application.
3. Notice of appeal to the City Council must be filed with the City Clerk's Office within ten days following the action of the Historic Preservation Commission.

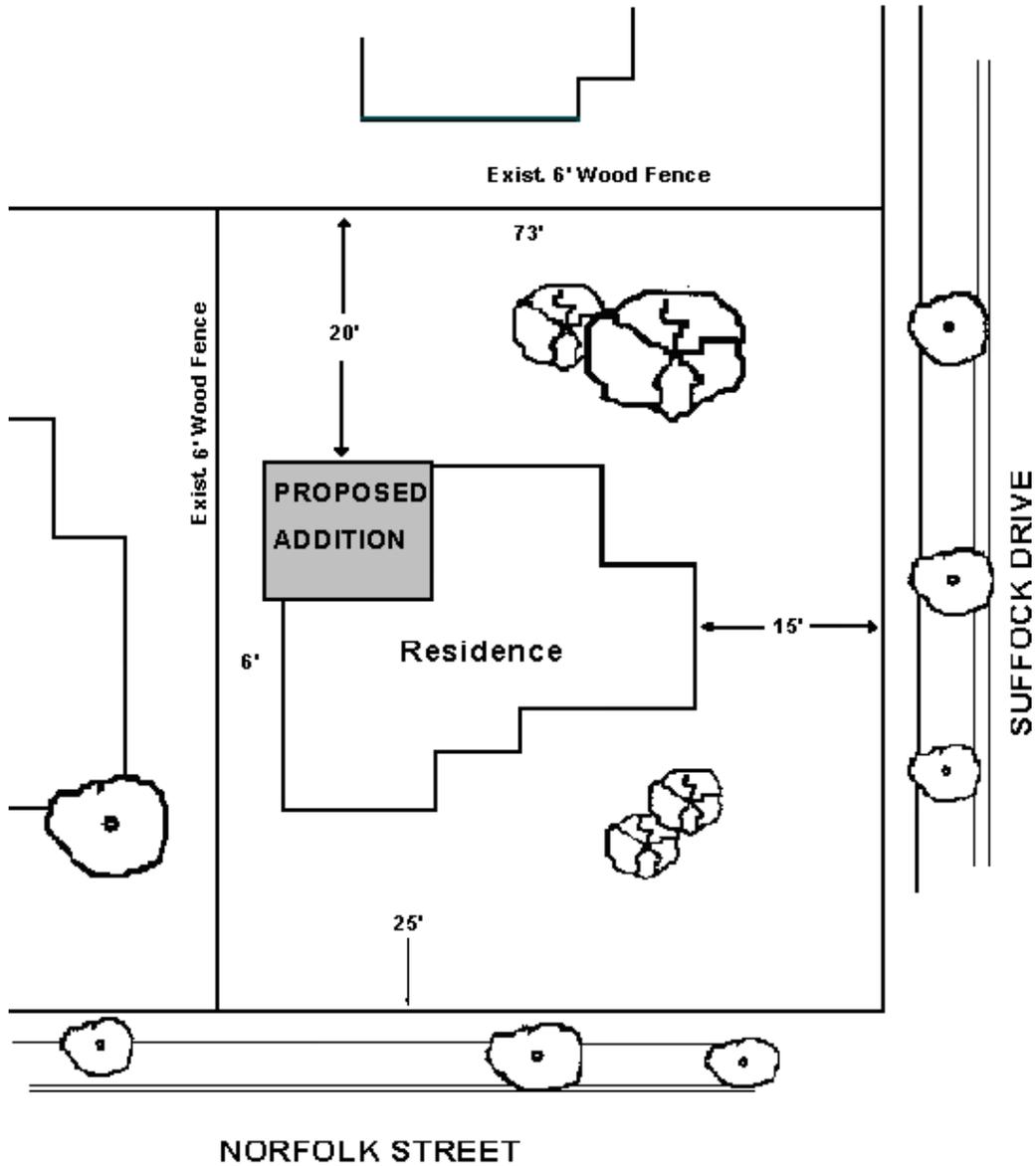
Planning Director Approval:

The Planning Director may review any Certificate of Appropriateness application for any of the following types of alterations:

- Repair or replacement of deteriorated materials with applications or materials of the same kind, type and texture already in use for roofs, windows, siding material, chimneys and fireplaces, accessory structures, or fencing.
 - Addition or deleting of awnings, shutters, canopies, and similar incidental appurtenances.
1. Prior to granting a Certificate of Appropriateness, the Planning Director shall notify surrounding property owners.
 2. The Planning Director may: (1) grant approval as requested by the applicant, (2) grant approval in a modified form, or (3) deny the application.
 3. Notice of appeal to the City Council must be filed with the City Clerk's Office within ten days following the action of the Planning Director.



SAMPLE



Name
Address
Phone
APN



PROPERTY OWNER DECLARATION FORM

PROJECT INFORMATION

Name of Proposed Project:	
Location of Project:	
Assessor's Parcel Number:	
Applicant Name:	Phone Number:
	Email:
Address:	

Type of Review Requested

- | | | |
|---|--|--|
| <input type="checkbox"/> Certificate of Appropriateness | <input type="checkbox"/> Landmark Alteration Permit | <input type="checkbox"/> Similar Use Determination |
| <input type="checkbox"/> Certificate of Economic Hardship | <input type="checkbox"/> Large Family Daycare Permit | <input type="checkbox"/> Site Development Review |
| <input type="checkbox"/> Community Plan Amendment | <input type="checkbox"/> Mills Act | <input type="checkbox"/> Specific Plan Amendment |
| <input type="checkbox"/> Minor/Conditional Use Permit | <input type="checkbox"/> Minor Design Review | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Major Design Review | <input type="checkbox"/> Minor Exception | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Plan Check/Zoning Clearance | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> Development Code Amendment | <input type="checkbox"/> Planned Community | <input type="checkbox"/> Uniform Sign Program |
| <input type="checkbox"/> Entertainment Permit | <input type="checkbox"/> Pre-Zoning | <input type="checkbox"/> Vacation of Easement |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Public Convenience or Necessity | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Hillside Design Review | <input type="checkbox"/> Reasonable Accommodation | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> Home Occupation Permit | <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Other: _____ |

OWNER DECLARATION

I declare that, I am the owner, I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information. Further, by signing, I attest that all individuals and entities with financial commitments associated with the proposed development have been clearly identified as required pursuant to SB 1439. Further, by signing I attest that I can provide proof that I legally represent the owner.

Date:	Signature:	
Print Name and Title:	Phone Number:	Email:
Address:		



HAZARDOUS WASTE SITE STATEMENT

I have been informed by the City of Rancho Cucamonga of my responsibilities pursuant to California Government Code Section 65962.5 (<http://leginfo.legislature.ca.gov/>) to notify the City as to whether the site for which a development application has been submitted is located within an area which has been designated as the location of a hazardous waste site (attached) by the Office of Planning and Research, State of California (OPR).

I have also been informed by the City of Rancho Cucamonga that, as the date of executing this statement, OPR has not yet compiled and distributed a list of hazardous waste site as required by said Section 65962.5.

I am informed and believe that the proposed site for which a development application has been submitted is not within an area specified in said Section 65962.5 as a hazardous waste site.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Applicant: _____

Date: _____

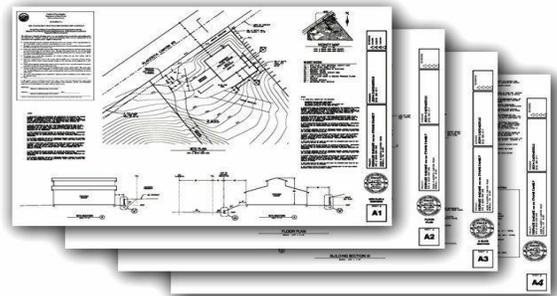


ONLINE PERMIT CENTER ELECTRONIC DOCUMENT REVIEW (EDR) SUBMISSION REQUIREMENTS

PDF FORMATTING REQUIREMENTS

Portable Document Format (PDF) is the industry standard for electronic plans. The City of Rancho Cucamonga only accepts PDF files for plan review. PDF files must be properly formatted as described below. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

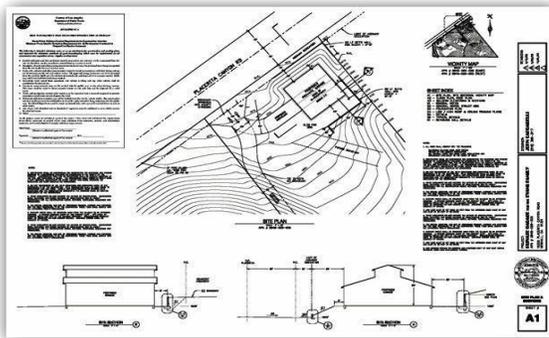
- Layers:** No multiple layers. Layers must be merged or flattened.
- Format:** Vector preferred
- Resolution:** 300 pixels per inch (PPI)
- Color Depth:** Monochrome (1-bit)
- File Size:** 1 megabyte (MB) avg. per sheet.
100 MB total
- Grouping:** Multiple-sheet PDF (single file with multiple sheets)



plans.pdf (multiple sheets)

✓ Correct

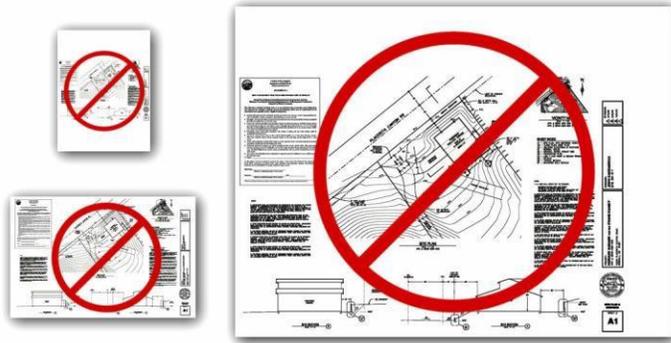
See "Formatting Q&A" on page 3 for more information on PDF file formatting and tips on how to create, convert, and merge PDF files. Each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically (CCR Title 16, Div. 5, Sec. 411e).



✓ Correct



All sheets must be consolidated into one plan set up to a maximum size of 100 MB. Please consolidate plans to the fewest number of files possible.



Incorrect sheet size, scale, or margins will not be accepted.



Incorrect orientation will not be accepted.

FORMATTING Q&A:

Question: *Why does Rancho Cucamonga only accept PDF plans?*

Answer: Rancho Cucamonga is responsible for maintaining records of plans and providing the public with access to them. Files kept in our electronic database must be compatible with a wide range of computer software for storage, viewing, and printing. In addition, the file sizes must be manageable for transfer and for use by the public and City staff.

The PDF standard is constantly evolving, and Rancho Cucamonga will continue to evaluate these standards as necessary.

Question: *Are raster-based PDF files acceptable?*

Answer: Yes, assuming they meet the size limitation requirement of no more than 100 MB total. Vector-based PDF files are typically much larger than raster-based files. However, the City prefers vector-based files given the ability to scale these files.

Question: *How do I combine multiple PDFs into a single file?*

Answer: There are numerous PDF tools freely available on the Internet, which can be used to merge, rotate, and rearrange PDF files.



Question: *My PDF files are too big. What am I doing wrong?*

Answer: Properly formatted and compressed raster PDF files should not exceed 1MB per sheet. If your files are larger, you may have made one of the following errors:

- Saving the plans as 8-bit (grayscale) or 24-bit (full-color) raster files will drastically increase the file size. Even if the images contain only black and white objects, 8-bit and 24-bit files still contain all of the shade and color data. Plans must be saved as 1-bit (monochrome).
- Uncompressed files are much larger than compressed files. Construction plans contain mostly white space. The data required to store this white space can be significantly reduced. When converting your PDFs to raster images, be sure to use a form of lossless compression (such as LZW). When creating or saving PDF files, remember to specify “compressed.”

Question: *How do I convert a vector-based PDF to a raster-based PDF if my file size is too large?*

Answer: The industry standard software for working with PDF files is Adobe Acrobat; however, there are numerous PDF tools freely available on the Internet.

Step 1: Save the vector-based PDF files as raster images (TIF or PNG). The format of the raster images is important (300 ppi, monochrome). We recommend TIF files with LZW compression.

Step 2: Convert the raster images back to compressed PDF files.

Step 3: Merge the individual PDF files into a single multi-sheet PDF file.

Question: *Some raster images are loading slowly in the PDF reader. What am I doing wrong?*

Answer: Transparent raster images require considerable resources to display. Even though the source image is not transparent, your CAD software may be plotting it with transparency (white pixels plotted as see-thru). Be sure to set image transparency “off” before plotting.