

APPLICATION FOR HISTORIC DESIGNATION

Historic Preservation Program

City of Ontario Planning Department: 303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

Dear Property Owner,

As you may know, City Council, on the recommendation of the Historic Preservation Commission, has declared over 90 buildings and sites as Historic Landmarks and over 400 as contributing structures in Ontario's eight Historic Districts. It has aided in saving treasured architecture and historically significant structures throughout the City. The Commission is now attempting to increase the awareness of Ontario's historic properties and the benefits of designation. One such benefit is the Mills Act that helps historic landmarks and contributing structures in Historic Districts by providing a reduction in property taxes in exchange for the restoration and maintenance of the property.

To find out if your property meets the criteria of the Historic Preservation Ordinance, you may complete an application form and submit it to the Planning Department. If the City Council declares your site a Historic Landmark, you are eligible to apply for the Mills Act Program. Please refer to the Mills Act Application for further details. Also, note that the Historic Preservation Ordinance provides for review by the Commission of all building permits to alter or demolish an Historic property.

If you have any questions, call the Planning Department (909) 395-2036.

Respectfully,

A handwritten signature in blue ink, appearing to read "H. Noh", is written over a light blue horizontal line.

Henry K. Noh
Planning Director

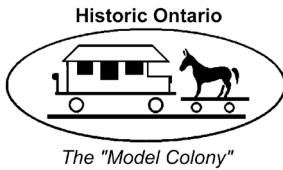
ATTENTION!

The City of Ontario strives to provide you with efficient and effective service in a businesslike manner. We are committed to the principle that every interaction you have with the City must be based on honesty and integrity.

City employees are prohibited by law from soliciting or accepting money, services, or gifts of any kind in connection with the discharge of their duties.

If you are approached or are aware of any violation of this policy, please immediately contact any of the following:

Scott Ochoa, City Manager (909) 395-2396 or sochoa@ontarioca.gov
Mike Lorenz, Police Chief (909) 395-2710 or mlorenz@ontarioca.gov
Ethics Line (800) 500-0333



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ONTARIO'S HISTORIC PROPERTIES

Is my property Historic?

For a property to be considered historic, the property had to be listed on the Ontario Register of Historic Resources prior to September 1, 2003, or surveyed at the intensive level in accordance with the standards set forth by the California Office of Historic Preservation after September 1, 2003, and determined to meet the designation criteria for historic landmarks by the Historic Preservation Subcommittee. These properties are determined to be Eligible Historical Resources. Any area and neighborhood surveyed at the Intensive level in accordance with the standards set forth by the California Office of Historic Preservation and determined to meet the designation criteria for historic districts by the Historic Preservation Subcommittee is determined to be an Eligible Historic District. To find out whether or not your property is on the list, please contact the Planning Department.

Historic Landmarks – Can I have my property designated?

Any property / structure that meets the criteria in the Ontario Development Code (Section 4.02.040) can be designated a Local Historic Landmark. Neighborhoods that meet the criteria can be designated a Local Historic District. The City has already conducted a Historical Resources Survey. Many of the properties are contained on the Ontario Register of Historical Resources. Research on many of these properties has already been conducted. If a property is not on the City's List of Eligible Historical Resources, it can still be designated, if it meets the designation criteria, once the property is surveyed.

Historic Districts – Can I have my neighborhood designated?

Any neighborhood that meets the criteria in the Ontario Development Code (Section 4.02.040) can be designated a Local Historic District. Properties that contribute to the significance of the neighborhood are considered contributing structures and are treated just like a local landmark. Newer structures and those that do not contribute to the significance of the neighborhood are considered non-contributing structures. These properties have more flexibility with alterations but are not eligible for any Historic Preservation incentives. In order for a neighborhood to be designated, a majority of the properties in the proposed district must be contributing structures.

What is the designation process?

All applications are submitted to the Planning Department for review. The Planning Department researches the property, with assistance from the Model Colony Local History Room, to determine the historic significance of the property. A staff report is prepared and taken before the Historic Preservation Subcommittee. The Historic Preservation Subcommittee reviews the application and makes a recommendation to the Historic Preservation Commission. A public hearing is held before the Historic Preservation Commission. Historic Preservation Commission then makes a recommendation to the City Council. City Council holds a public hearing and determines whether to designate the property.

THE NATIONAL REGISTER OF HISTORIC PLACES AND THE CALIFORNIA REGISTER OF HISTORIC RESOURCES

What is the California Register of Historic Resources?

The State Historical Resources Commission has designed this program for use by state and local agencies, private groups and citizens to identify, evaluate, register and protect California's historical resources. The Register is the authoritative guide to the state's significant historical and archeological resources. The California Register program encourages public recognition and protection of resources of architectural, historical, archeological and cultural significance, identifies historical resources for state and local planning purposes, determines eligibility for state historic preservation grant funding and affords certain protections under the California Environmental Quality Act. For a copy of the California Register criteria, please call the Planning Department.

What is the National Register of Historic Places?

Created in 1966 by the National Historic Preservation Act, the National Register is a nationwide inventory of buildings, districts, sites, and objects that are important to the history of a local community, the state or the nation. Importance is based on factors such as architecture, culture, archeology, and associations with famous persons or events. The National Park Service maintains the Register. For a copy of the National Register criteria, please call the Planning Department.

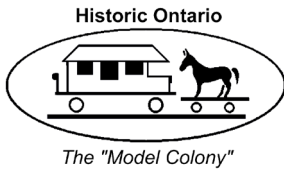
What involvement does the City have?

Although the nomination process is through the State Office of Historic Preservation, as a Certified Local Government, the City of Ontario is consulted regarding any application submitted to the state. The Planning Department staff can assist you in preparation of your application, and review it with the Historic Preservation Commission.

MINIMUM FILING REQUIREMENTS

The minimum requirements for filing a Historic Designation application are listed below and shall be submitted through our Citizen Portal Access website at <https://automation.ontarioca.gov/onlinePermits>. Unless noted below, each item below shall be labeled accordingly and must be in **PDF file format**. An application that does not include the following documents and information will not be accepted for processing:

1. A completed application form.
2. Pictures of the property and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, TIF, or PSD; provided a list is also submitted with the file name, date the photo was taken, the photographer, and brief description.
3. Copies of historic photos, plans or other information, if available.



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GENERAL INFORMATION (print or type)

Property Owner: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone No: _____ Fax No: _____

Applicant: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone No: _____ Fax No: _____
 Email: _____

Applicant's Representative: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone No: _____ Fax No: _____
 Email: _____

PROPERTY LOCATION (individual properties)

Street Address of Property: _____
 Zip Code: _____ Assessor's Parcel No(s): _____
 Precise Legal Description (attach additional sheets if necessary):
 Tract: _____ Block: _____ Lot(s): _____
 Other: _____
 Ownership: Private Public
 Present Use: _____ Original Use: _____

PROPERTY LOCATION (historic districts)

Block Range of Addresses in District: _____
 Number of Properties: _____

TO BE COMPLETED BY PLANNING DEPARTMENT STAFF

Historic Preservation Review			Application Processing	
_____ Historic Landmark Designation	_____ Review for Nat. Register	Last Evaluation Date: _____	File No.:	_____
_____ Historic District Designation	_____ Review for Cal. Register	Last Survey Date: _____	Date:	_____
_____ Other: _____			Staff Init:	_____

APPLICATION FOR HISTORIC DESIGNATION- Historic Preservation Program

ARCHITECTURAL DESCRIPTION (Fill in below or complete attached description worksheet):

Architectural Style (see style guide): _____

Description of property: _____

CONSTRUCTION HISTORY AND CONDITION:

Construction Date: _____ Factual: _____ Estimated: _____

Architect/Designer: _____ Builder: _____ Contractor: _____

Condition: Excellent Good Fair
 Poor Deteriorated Dangerous

Alterations (list all alterations to property): _____

Threats to Property: None Known Development Government Project
 Vandalism Zoning Other: _____

Is the Structure on its Original Site? Yes No Unknown

If no, date moved? _____

HISTORICAL SIGNIFICANCE:

Briefly State Historical and/or Architectural Importance (include dates, events, and persons associated with the property):

Sources (list books, documents, surveys, personal interviews with dates):

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DESCRIPTION WORK SHEET

_____ **IS A** _____ **-STORY,** _____
Address of property *number of stories* *architectural style (see style guide)*

_____ **PLAN** _____ **WITH A** _____ **FINISH**
plan shape (see chart) *structure use (residence, etc.)* *Material (wood siding, wood shingles, brick, stucco, etc.)*

AND _____ **TRIM. IT'S** _____ **ROOF IS** _____
material (wood, metal, etc.) *roof shape (see chart)* *material (clay tile, asphalt or wood shingles, etc.)*

_____ **WINDOWS ARE PART OF THE DESIGN.**
window material *window type (double-hung [slides up & down], casement [opens out], horizontal sliding, etc.)*

THE ENTRY FEATURES A _____ **DOOR.**
door location (recessed, centered, off-center, corner, etc.) *entry door style (see chart)*

ADDITIONAL CHARACTER DEFINING ELEMENTS OF THE STRUCTURE ARE _____
*identify **original features** such as porches (see chart);*

_____ *balconies; number and shape of dormers (see chart); number and location of chimneys; shutters;*

_____ *secondary finish materials; parapets; metal trim; decorative tile or cast stone; arches; ornamental woodwork;*

_____ *symmetry or asymmetry; cornices; friezes; towers or turrets; bay windows; halftimbering; horizontality; verticality;*

_____ *formality or informality; garden walls; etc.*

SECONDARY BUILDINGS CONSIST OF A _____
identify garage; garden shelter; etc.

SIGNIFICANT INTERIOR SPACES INCLUDE _____
*identify **ORIGINAL FEATURES** such as wood paneling; moldings and trim;*

_____ *special glass windows; ornate ceilings; plaster moldings; light fixtures; painted decoration; ceramic tile; stair balustrades;*

_____ *built-in furniture; etc.*

IMPORTANT LANDSCAPING INCLUDES _____
identify notable mature trees and shrubs

Refer to Reference "B" of the Ontario Development Code (www.ontarioca.gov/Planning) for Chart & Style Guide.

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APPLICANT AFFIDAVIT

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss
CITY OF ONTARIO)

I, _____, being duly sworn, depose and say that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof and state that the same is true and correct to the best of my knowledge and belief.

Applicant Signature

Note: A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss
CITY OF ONTARIO)

On _____ before me, _____,
(Date) (insert name of Notary Public)

Notary Public, personally appeared _____,
Name(s) of Signer(s)

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that by his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

Place Seal Above