



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**  
January 2019

# 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

- NOTES:**
1. Application packages should be submitted to the City of Coronado Community Development Department. Faxed, copied, or scanned applications will not be accepted.
  2. 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.
  3. Fee - Please see the current Planning Fee Schedule at [www.coronado.ca.us/planning](http://www.coronado.ca.us/planning)
  4. 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](mailto: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](mailto:tolsen@coronado.ca.us)
  - Samples of proposed exterior materials and finishes as relevant (i.e., wood, brick, or stucco texture samples).
  - One pdf copy and one (1) folded print copy of architectural plans and elevations (rolled plans will not be accepted), 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
- Note that once staff reviews the submittal and deems the application complete, seven additional (7) print copies of architectural plans and elevations will be required.

**APPLICANT DATA:**

Address of Property: \_\_\_\_\_ Assessor Parcel No.: \_\_\_\_\_

Owner: \_\_\_\_\_ Applicant: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

**CITY STAFF USE:**

Case #: \_\_\_\_\_ Date Received \_\_\_\_\_ Date Application Complete \_\_\_\_\_ Hearing Date: \_\_\_\_\_

