

DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING DIVISION
1825 STRAND WAY, CORONADO, CA 92118
(619) 522-7328 / (619) 522-2418 (FAX)
COMMDEV@CORONADO.CA.US

HANDOUT

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
- 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.
_	I I OICCL JUITINAL V	Julienienie.	Jee Dage 2	or trus 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 <a href="mailto:tolsen@coronado.ca.us">tolsen@coronado.ca.us</a>, 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 <a href="mailto:tolsen@coronado.ca.us">tolsen@coronado.ca.us</a>
- ☐ 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:
  - Site plan
  - o Demolition Plan
  - Dimensioned Floor Plan
  - o Door and window schedule (coordinated with floor plans and elevations)
  - 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:			
Phone #:	Phone #:		
Email:			
Signature:	Signature:		

CITY STAFF USE:			
Case #:	_Date Received	_Date Application Complete	_Hearing Date:

PROPERTY ADD	ORESS:				
Current Mills Act S	Status:				
☐ Recorded Mills	Act 🖵 Per	nding Council App	roval	☐ No Mills Act	☐ Intend to apply
-	zoning regula	tions requested a ☐ Parking	is part of this applic	cation? atio (FAR) 🚨 Lot C	Coverage
Summary Stateme	ent of Project:				
Provide a complete materials, finishes,				ent of demolition, lo	ocation, size, and height of addition, project
a zoning plan chec	k review is not identify any z	conducted in assoning exceptions	sociation with an ap	plication for a Hist	de justification for these requests. Note that coric Alteration Permit. It is the responsibility therwise ensure that the project complies
property has a rec	orded Mills Action of the pro	t, is on the Mills A ject per the City o	Act waiting list, or the force of the contract	ne property owner	eatment of Historic Properties; and, if the intends to apply for the Mills Act, also to Mills Act Properties. Attach additional
ADDITIONAL IN	IFORMATIO	N:			
available	oronado Histo at City Hall and onado.ca.us/p	d online at:	Program Guideboo	ok including Guide	lines for Alterations to Mills Act Properties,
		erior's Standard f os/standards.htm	or Treatment of His	storic Properties:	