



CONTRA COSTA COUNTY
Department of Conservation & Development
Community Development Division
Historical Landmarks Advisory Committee

APPLICATION				
TO BE COMPLETED BY OWNER OR APPLICANT				
PROPERTY OWNER		APPLICANT		
Name		Name		
Address		Address		
City, State/Zip		City, State/Zip		
Phone	Email	Phone	Email	
By signing below, owner agrees to pay all costs, including any accrued interest, if the applicant does not pay costs. <input type="checkbox"/> Check here if billings are to be sent to applicant rather than owner. Owner's signature _____		By signing below, applicant agrees to pay all costs for processing this application, plus any accrued interest if the costs are not paid within 30 days of invoicing. Applicant's signature _____		
CONTACT PERSON (optional)		REQUEST FOR A (Check all that apply):		
Name		Nomination of a Historic Resource: <input type="checkbox"/>		
Address		Mills Act Agreement Request: <input type="checkbox"/>		
City, State/Zip		Name of Historic Resource:		
Phone	Email			
Project description (attach supplemental statement if necessary):				
↓ FOR OFFICE USE ONLY ↓ ↓ FOR OFFICE USE ONLY ↓ ↓ FOR OFFICE USE ONLY ↓				
Application description:				
Property description:				
Area:	TYPE OF FEE	FEE	CODE	Assessor's #:
Historic Designation Type:	*Base Deposit	\$500	S-	Site Address:
National:				General Plan:
State:				Zoning District:
Local/CCC HRI:	TOTAL	\$500.00		Flood Zone:
Other:	Receipt	#		Supervisorial District:
Year Built:				Received by:
Concurrent Files:	*Additional fees based on time and materials will be charged if staff costs exceed base fee.			Date Filed:
				File No.: PC

Historic Property Evaluation Application Check List

For all applications involving a historic building/site submit the following information:

- _____ 1. Completed Application Form
- _____ 2. Application Deposit (cash or check)
- _____ 3. Cover Letter

Submit six (6) copies of the following documents:

- _____ 4. Site Plan, Floor Plan, Elevation Drawings (drawn to scale and fully dimensioned)
- _____ 5. Area/Vicinity Map
- _____ 6. Photographs of the Site and Historic Resource
- _____ 7. Historic and Cultural Resources Identification and Evaluation Report prepared by a qualified Architectural Historian
- _____ 8. Resume and Credentials of the Architectural Historian

Additional Materials Required for Mills Act Requests:

- _____ 1. Property Preservation and Rehabilitation Timeline and Cost Estimate
- _____ 2. Title Report (Identifying all Owners of the Property)
- _____ 3. Grant Deed and Legal Description of the Property (Identifying all Owners of the Property)
- _____ 4. Photos of the Interior and Exterior Facades of the Historic Resource
- _____ 5. Other Relevant Supporting Documentation

Historic and Cultural Resources Identification and Evaluation Report for Mills Act Requests

In addition to evaluating the status and significance of the historic resource and noteworthy architectural features, the Historic and Cultural Resources Identification and Evaluation Report should also include a discussion of the following:

- Any improvements or additions that were completed over time and how those improvements relate to the compatibility to the original architectural style.
- The appropriateness of the proposed preservation and rehabilitation work with recommended design, materials, and finishes that would be consistent and compatible with the architectural resource.
- Discussion of each proposed improvement meets the Secretary of Interior's Standards for the Treatment of Historic Properties with respect to the specific criteria relating to preservation, rehabilitation, restoration, or reconstruction of a historic resource.



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Property Preservation and Rehabilitation Timeline

The improvements listed in the Property Preservation and Rehabilitation Timeline are activities intended to take place over the next 10 years. List them in order of priority. State the anticipated costs of the improvements, including but not limited to materials, labor, permits, and fees. Anticipated costs must be equal to or greater than tax savings. Please provide detailed information and a report prepared by an architect specializing in historic preservation.

*****The submittal of a separate application packet and fee deposit is required for each historic resource.***

*****All applications are to be submitted in person to the Application & Permits Center from 10 AM to 3 PM by the Applicant or agent. Application submittal by mail will not be accepted.***

APPLICANT & PROPERTY OWNER VERIFICATION

I verify that all of the information submitted is complete and accurate to the best of my knowledge and further acknowledge that should it be found that any of the information is incorrect or incomplete it may result in increased processing time and/or costs. I acknowledge that all application review costs are to be borne by the applicant/owner. I am responsible for full payment of all application costs that exceed the initial deposit, whether or not the application is approved, and will be required to submit additional deposits if necessary.

 PRINT NAME – PROPERTY OWNER

 SIGNATURE – PROPERTY OWNER

 DATE

 PRINT NAME – APPLICANT

 SIGNATURE – Applicant

 DATE