

# Historic Preservation Program DEMOLITION APPLICATION

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## City of Ontario Planning Department

303 East "B" Street, Ontario, CA 91764

Phone: (909) 395-2036 Fax: (909) 395-2420



Dear Applicant,

The City's Historic Preservation Ordinance requires that any demolition to a property on the City's List of Historical Resources, or within an Historic District be reviewed by the Historic Preservation Commission. While the ordinance allows for demolition, it is intended that demolition is the last resort and all other options have proven impractical or economically unfeasible.

The Historic Preservation Ordinance has a strict set of requirements that must be met in order to approve demolition. Early consultation with the Planning Department's Staff can help you identify issues, alternatives, problems, and solutions to your proposal before it is submitted for review.

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

Sincerely,

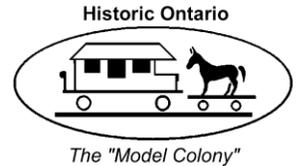
A handwritten signature in black ink, appearing to read "Scott Murphy", is written over a faint, larger version of the same signature.

Scott Murphy  
Planning Director

# Historic Preservation Program

## DEMOLITION APPLICATION

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### DEMOLITION OF HISTORIC PROPERTIES

#### **What is a Certificate of Appropriateness?**

A Certificate of Appropriateness for demolition is a permit issued by the Historic Preservation Commission for any demolition to any Eligible Historical Resource. The Certificate of Appropriateness is used to address the impact to the historic resource. A Certificate of Appropriateness is required before any other permits can be obtained.

#### **What is the approval process?**

All applications are submitted to the Planning Department for review to determine if the proposed demolition meets the requirements in the Development Code. A staff report is prepared and taken before the Historic Preservation Subcommittee. The Historic Preservation Subcommittee makes a recommendation to the Historic Preservation Commission. The Historic Preservation Commission holds a public hearing and determines whether to approve the Certificate of Appropriateness.

#### **What are the requirements for demolition?**

The Development Code requires the following:

- 1. Documentation:** All historic buildings are required to be documented provide a record of the Historic Resource prior to their demolition. The documentation can include Plans such as a site plan, floor plans, elevations, detail drawings of character defining features, such as moldings, stairs, etc.; and / or photographs shall include the exterior, interior, and interior and exterior character defining features, such as moldings, light fixtures, trim patterns, etc.
- 2. Replacement Structures:** The Code also requires the approval of replacement structures on the site before a Certificate of Appropriateness can be approved and a permit issued for their construction prior to the demolition permit being issued.
- 3. Salvaged Features and Artifacts:** In an effort to preserve features and artifacts from historic structures, a determination of whether items within or on the building should be salvaged must be made by the Planning Department and may include the local historical society prior to the issuance of the demolition permit.
- 4. Mitigation Fee:** A mitigation fee must be paid to the Planning Department in accordance with the requirements of Section 9-1.2633, prior to the issuance of a demolition permit. The Fee for Tier I and II structures will be determined through the environmental review process. The fee table for Tier III buildings has been included on page 5 of this application.

#### **Is there an environmental review required?**

Yes, the California Environmental Quality Act (CEQA) requires that any proposed alteration or demolition be reviewed to determine if there is a significant adverse effect on the environment. A demolition may be determined to have a significant adverse effect on the environment, requiring the preparation of an Environmental Impact Report (EIR).

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**FILING REQUIREMENTS**

**1. Initial Submittal for a Complete Demolition:**

- a. A Complete Demolition Application
- b. A complete Development Plan application(s) for the proposed replacement structures. For requirements call the Planning Department at (909) 395-2036. Please note that application(s) for replacement structures must be submitted for the demolition application to be processed.
- c. Public hearing information, as determined by the Planning Department, to include the following:
  - Property Ownership List: A mailing list containing the names, addresses, and assessor's parcel number of all owners of real property within a radius of 300 feet (300') of the site, measured from the exterior boundaries of the property. This information shall be obtained from the latest equalized assessment rolls of San Bernardino County (*property ownership information may be obtained from the San Bernardino County Assessor's Office, 2314 S. Mountain Avenue, Ontario, California 91764, phone: 909-458-1300*). Include the name and address of the property owner, applicant, and representative of the mailing list in an excel file listing the property owner's name, street address, city and zip code as column headers.
  - Radius Map: A map illustrating the three hundred foot (300') radius boundary and all parcels within the boundary (copies of the assessor's maps will be accepted).
- d. Pictures of the site 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.
- e. Filing Fees (NOTE: If the Planning and/or Engineering Departments determine that a review by the San Bernardino County Flood Control District is necessary, the applicant shall submit an additional check to the Planning Department in the amount of \$520, made payable to San Bernardino County Flood Control District).

**2. Initial Submittal for a Partial Demolition:**

- a. A Complete Demolition Application, including the Notice of Intent (Environmental Assessment).
- b. As Required Plans for replacement structures, complete sets of plans consisting of a site plan, floor plan(s), exterior elevations and conceptual landscape plan(s). Each set shall be stapled together as a single package and folded to 8½"X11":
  - Historic Preservation Subcommittee Approval: Four (4) complete sets.
  - Historic Preservation Commission Approval: Eight (8) complete sets.
- c. One (1) complete set of required plans reduced to 8½"X11".
- d. One (1) set of colored plans, if applicable, to include a detailed site plan, illustrative building elevations, a conceptual landscape plan and any necessary cross-sections.
- e. One (1) set of colored plans reduced to 8½"X11", if applicable.
- f. Public hearing information, as determined by the Planning Department, to include the following:
  - Property Ownership List: A mailing list containing the names, addresses, and assessor's parcel number of all owners of real property within a radius of 300 feet (300') of the site, measured from the exterior boundaries of the property. This information shall be obtained from the latest equalized assessment rolls of San Bernardino County (*property ownership information may be obtained from the San Bernardino County Assessor's Office, 2314 S. Mountain Avenue, Ontario, California 91764, phone: 909-458-1300*). Include the name and address of the property owner, applicant, and representative of the mailing list in an excel file listing the property owner's name, street address, city and zip code as column headers.
  - Radius Map: A map illustrating the three hundred foot (300') radius boundary and all parcels within the boundary (copies of the assessor's maps will be accepted).
- g. Pictures of the site 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.

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- h. Filing Fees (NOTE: If the Planning and/or Engineering Departments determine that a review by the San Bernardino County Flood Control District is necessary, the applicant shall submit an additional check to the Planning Department in the amount of \$520, made payable to San Bernardino County Flood Control District).

**FINDINGS OF FACT:**

- 1. The proposed demolition, in whole or in part, is necessary because:
  - a. All efforts to restore, rehabilitate, and/or relocate the resource have been exhausted.
  - b. Restoration/rehabilitation is not practical because the extensive alterations required would render the resource not worthy of preservation.
  - c. Failure to demolish the resource would adversely affect or detract from the character of the District.
- 2. The applicant has obtained a Certificate of Economic Hardship, in accordance with Section 9-1.2630.

**REVIEW FOR SIGNIFICANCE**

Properties on the List of Eligible Historic Properties shall be evaluated for significance in conjunction with any application for Certificate of Appropriateness. If it is determined that the property does not meet the criteria for designation, it shall be removed from the historic list and the Certificate of Appropriateness shall be deemed approved. If it is determined that the property does meet the designation criteria, it shall continue to be an eligible historic resource and the application shall be continued to be processed.

**ENVIRONMENTAL REVIEW.**

All applications for demolition shall be reviewed for compliance with the California Environmental Quality Act.

**Tier System.** In determining the appropriate level of environmental review, the Tier system established in Sec. 9-1.2633 shall be used. Please call the Planning Department to determine for information regarding the Tier System.

**Mitigated Negative Declarations.** For any property that is determined to be within Tier III, a Mitigated Negative Declaration shall be prepared and approved in conjunction with any approval of a demolition application. The Mitigation Measures addressed in subsection G below shall be incorporated into the Mitigated Negative Declaration.

**Environmental Impact Report.** For any property that is determined to be within Tier I or II, an Environmental Impact Report (EIR) shall be prepared and certified in conjunction with any approval of a demolition application. The Mitigation Measures addressed in subsection G below, in addition to any other additional mitigation measures determined to be necessary to mitigate the impact to the environment shall be incorporated as mitigation measures of the EIR.

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**MITIGATION FEE**

<b>Significance Categories</b>	<b>Fee per Square Foot</b>	<b>Cap Amount</b>
<b>Tier III:</b>		
Residential :	\$7.00	\$17,500.00
Other:	\$6.50	\$32,500.00
Accessory Structures <sup>1</sup>	\$3.50	\$7,500.00

1. Accessory Structures are considered those that do not contain living space, such as garages and workshops, which contribute to the significance of the property. Any accessory building that contains living quarters shall be assessed using the same criteria as the main structure, as listed in the above table.

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303 East "B" Street, Ontario, CA 91764  
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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: \_\_\_\_\_

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

## PROPOSED WORK

Complete Demolition  Partial Demolition – Size of area to be demolished: \_\_\_\_\_ sq. ft.

## PROPERTY LOCATION

Street Address of Property: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Assessor's Parcel No(s): \_\_\_\_\_

Precise Legal Description (attach additional sheets if necessary):

Tract: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_  
Other: \_\_\_\_\_

### TO BE COMPLETED BY PLANNING DEPARTMENT STAFF

Reviewing Body & Application	Property Status	Application Processing
<input type="checkbox"/> HP Commission	<input type="checkbox"/> Designated	File No.: _____
<input type="checkbox"/> HP Subcommittee	<input type="checkbox"/> Nominated	Date: _____
<input type="checkbox"/> Complete Demolition	<input type="checkbox"/> Eligible	Staff Init: _____
<input type="checkbox"/> Partial Demolition	<input type="checkbox"/> Noncontributing / infill	Fees: _____
	<input type="checkbox"/> National Register	Receipt #: _____
	<input type="checkbox"/> California Register	<input type="checkbox"/> Other App. Req'd
	<input type="checkbox"/> Landmark – No.: _____	Related File No.: _____
	<input type="checkbox"/> District	<input type="checkbox"/> Public Notice Req'd – 300 ft
	<input type="checkbox"/> Armsley Square	<input type="checkbox"/> CEQA Review Req'd
	<input type="checkbox"/> College Park	
	<input type="checkbox"/> La Deney Drive	
	<input type="checkbox"/> Rosewood Court	
	<input type="checkbox"/> El Morado Court	
	<input type="checkbox"/> Euclid Avenue	
	Other: _____	

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Ownership: \_\_\_\_\_ Private \_\_\_\_\_ Public  
Present Use: \_\_\_\_\_ Original Use: \_\_\_\_\_  
General Plan: \_\_\_\_\_ Zoning: \_\_\_\_\_  
Architectural Style (see style guide): \_\_\_\_\_

**DESCRIPTION OF WORK:**

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**MAILING LIST CERTIFICATION (required for public hearings):**

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I, \_\_\_\_\_, hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of San Bernardino within the area described and for a distance of 300-feet from the exterior boundaries of the property legal described above.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Name (print or type): \_\_\_\_\_

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**JURAT:**

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State of California  
County of San Bernardino

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.

\_\_\_\_\_  
Applicant Signature

I, \_\_\_\_\_, the owner (if other than the applicant) of real property involved in this application, do hereby consent to the filing of this application.

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(seal)

Signature \_\_\_\_\_

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**PROJECT INFORMATION**

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Current General Plan Designation: \_\_\_\_\_

Present Zoning: \_\_\_\_\_

Present use of site:

Does this proposal involve a zone change:  Yes  No

If yes, what is the proposed zoning: \_\_\_\_\_

Does this proposal involve a variance, conditional use permit or zone change:  Yes  No

If yes, indicate type and nature of request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will the project require certification, authorization or issuance of a permit by any public agency other than the City of Ontario?  Yes  No

If yes, please indicate what agencies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site size: \_\_\_\_\_ sq. ft. \_\_\_\_\_ acres

Number of stories of construction: \_\_\_\_\_

Type of construction: \_\_\_\_\_

Amount of off-street parking provided: \_\_\_\_\_

Proposed scheduling: \_\_\_\_\_

Associated projects: \_\_\_\_\_

Anticipated incremental development: \_\_\_\_\_

For residential developments:

Number of units: \_\_\_\_\_

Unit sizes: \_\_\_\_\_

Anticipated sales prices or rents: \_\_\_\_\_

Household size anticipated: \_\_\_\_\_

For commercial developments:

Market/service area:  Neighborhood  City  Regional

Square footage: \_\_\_\_\_

For industrial developments:

Use:  Warehouse/Distribution  Manufacturing  Multi-tenant  Other: \_\_\_\_\_

Square footage: \_\_\_\_\_

Estimated employees per shift: \_\_\_\_\_

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For institutional developments:

Use/function: \_\_\_\_\_

Estimated employees per shift: \_\_\_\_\_

Estimated number of occupants: \_\_\_\_\_

Anticipated community benefits of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SCHOOL INFORMATION**

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School District(s) serving site: \_\_\_\_\_

High School serving Site: \_\_\_\_\_

Junior High/Middle School serving site: \_\_\_\_\_

Elementary School serving site: \_\_\_\_\_

**PROJECT IMPACTS (attach additional sheets to respond to any "yes" answers)**

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		<u>Yes</u>	<u>No</u>
1.	Will the project result in a substantial alteration of any hill or to ground contours?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Will the project result in a change in scenic views or vistas from existing residential areas or public lands?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Will the project result in a change in pattern, scale or character of the general area of the project?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Will the project result in significant amounts of solid waste or litter?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Will the project result in a change in dust, ash, smoke, fumes or odors in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Will the project result in a change in stream or ground water quality or quantity, or alteration of existing drainage patterns?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Will the project result in a significant change in existing noise or vibration levels in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Will the project result in a site on filled land or on a slope of 10% percent or more?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Will the project result in the use of potentially hazardous materials, such as toxic substances, flammables or explosives?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Will the project result in a substantial change in demand for municipal services (police, fire, water, sewage, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Will the project substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
12.	Does the project have any relationship to a larger project or series of projects?	<input type="checkbox"/>	<input type="checkbox"/>

