



Development Services Department • 69-825 Highway 111 • Rancho Mirage, CA 92270
Phone: 760-328-2266 • Fax: 760-324-985

HISTORICAL PRESERVATION APPLICATION

The City of Rancho Mirage allows for the local designation of historic buildings, sites or districts within the City (Section 15.27 of the Rancho Mirage Municipal Code.) This application packet is to be completed in order to request a historic designation. For additional information, please contact the Planning Division at 760-328-2266 or bent@RanchoMirageCA.gov

APPLICATION

The completed application and required materials may be submitted to the Planning Division. The submittal will be given a cursory check and will be accepted for filing only if the basic requirements have been met. A case planner will be assigned to the project and will be responsible for a detailed review of the application and all exhibits to ensure that all required information is adequate and accurate. Incomplete applications due to missing or inadequate information will not be accepted for filing. Applicants may be asked to attend scheduled meetings pertaining to their project. These will include the Historic Preservation Commission (HPC) and the City Council.

HISTORIC PRESERVATION COMMISSION (HPC)

Once the application has been determined to be complete, the commission (HPC) will review the application to determine whether the site meets the minimum qualifications for designation pursuant to Chapter 15.27 of the Rancho Mirage Municipal Code. If such determination is made, a public hearing will be scheduled for a future meeting. A public hearing will be held by the HPC to receive testimony from all interested persons concerning the Historic Site Designation. The public hearing may be continued from time to time, and upon complete consideration, the HPC will make a recommendation to the City Council. Notice will be provided as indicated below.

CITY COUNCIL

After receiving the recommendation of the Historic Preservation Commission, a public hearing will be held by the City Council to receive testimony from all interested persons concerning the requested Historic Site Designation. The public hearing may be continued from time to time, and upon complete consideration, the City Council will then conditionally approve, deny, or approve the application as submitted. The City Council's decision on the application is final.

NOTIFICATION

Prior to consideration of the application by the HPC and the City Council, a notice of public hearing for a Historic Site Designation request will be mailed to all property owners within a minimum of 500 feet of the subject property a minimum of fifteen (15) days prior to the hearing dates.

TO THE APPLICANT:

Your cooperation in completing this application and supplying the information requested will expedite City review of your application. Complete each item by marking "x" in the appropriate box or by entering the information requested. If any item does not apply to the property being documented, enter "N/A" for "not applicable." Application submitted will not be considered until all submittal requirements are met. Staff may require additional information depending upon the specific project. Please submit this completed application and any subsequent material to the Planning Division.



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HISTORICAL PRESERVATION APPLICATION

OFFICE USE ONLY

CASE NUMBER: _____ RELATED CASE NUMBER: _____
FILING FEE: \$ _____ RECEIPT NUMBER: _____ CHECK NUMBER: _____
DATED SUBMITTED: _____ SUBMITTED TO: _____

APPLICANT:

_____ Phone: _____
Mailing Address: _____ Fax: _____
City: _____ State: _____ Zip: _____ Email: _____

LEGAL OWNER:

_____ Phone: _____
Mailing Address: _____ Fax: _____
City: _____ State: _____ Zip: _____ Email: _____

REPRESENTATIVE/CONTACT PERSON:

_____ Phone: _____
Mailing Address: _____ Fax: _____
City: _____ State: _____ Zip: _____ Email: _____

Please send correspondence to (check one) Applicant Property Owner Representative/Contact

PROPERTY INFORMATION

Historic Name: _____
Address: _____
Assessor's Parcel Number(s) _____

DESCRIPTION OF SITE

Historical Use/Function: _____
Current Use/Function: _____
Architect: _____
Construction Date and Source: _____
Architectural Classification: _____
Construction Materials: _____
Foundation: _____ Roof: _____

Walls: _____

Other: _____

Building Description: *Please attach a detailed description of the Building/Site/District, including all character defining features on one or more additional sheets.*

CRITERIA

(Check for all that applies)

- ___ 1. The subject structure or site is representative of a particular architectural style or reflects special elements of a historical period, type, style or way of life important to the city;
 - ___ 2. The subject structure or site is associated with a business or use which was once common but is now rare or non-existent within the city;
 - ___ 3. The subject structure or site is representative of the evolution or development or associated with the cultural, religious, educational, political, social or economic growth of the city, county, state or nation;
 - ___ 4. The subject structure or site represents the work of a master builder, engineer, designer, artist or architect whose individual genius influenced an era;
 - ___ 5. The subject structure or site signifies an historical event or is associated with persons or events that have made a meaningful contribution to the city, state or nation;
 - ___ 6. The subject structure or site has a high potential for yielding information or archaeological interest;
 - ___ 7. The subject structure or site embodies elements of outstanding or innovative attention to architectural or engineering design, detail, craftsmanship or use of materials; or
 - ___ 8. The subject site contains an unusual natural feature.
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INTEGRITY ANALYSIS

Attach an analysis of the Building / Site / District's integrity based on the criteria in this section.

In addition to being determined eligible under at least one of the Applicable Criteria listed above, the building/site/district must also retain its architectural integrity. Integrity is based on significance: Why, where, and when a property is important. Only after significance is fully established can a determination be made with regard to the issue of integrity.

There are seven aspects or qualities that, in various combinations, define integrity: Location, Design, Setting, Materials, Workmanship, Feeling and Association. To retain historic integrity, a property will always possess several, and usually most, of the aspects. The retention of specific aspects of integrity is paramount for a property to convey its significance.

To complete an analysis of the Building / Site / District's integrity, the following steps are recommended:

1. Define the essential physical features that must be present for the property to represent its significance.
 2. Determine whether the essential physical features are visible enough to convey their significance.
 3. Determine whether the property needs to be compared with similar properties
 4. Determine, based on the significance and essential physical features, which aspects of integrity are particularly vital to the property being nominated and if they are present.
 5. Ultimately, the question of integrity is answered by whether or not the property retains the identity for which it is significant.
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BIBLIOGRAPHY

Attach a list of all books, articles, and other sources cited or used in preparing this application. Also, identify any previous surveys that cite the subject property or any other documentation that may be on file.

GEOGRAPHICAL DATA

Acreage of Property: _____

Property Boundary Description. Attach a description off the boundaries of the property.

OR

District Boundary Description: Attach an explanation for the selection of the district boundaries.

SUBMITTAL REQUIREMENTS

- 1. One completed application, including wet ink signature(s) of property owner(s).
- 2. Applicable fees
- 3. Include all supplemental information requested in the application.
- 4. A Notice of Exemption is required to be filed with the County once the project is approved. The filing fees are \$50.00. A check made payable to Riverside County Clerk shall be provided.
- 5. Photographs: Fifteen (15) sets of color photographs showing each elevation of the property and its surroundings.
- 6. Non-owner's notarized signature (if applicable)
- 7. Detailed site plan
- 8. Three (3) sets of mailing labels for property owners within a 500-foot radius of the project. If the required 500-foot radius mailing list results in less than twenty-five properties, the mailing radius shall be increased to one thousand feet (1,000). The labels need to include the assessor parcel number. Said labels shall be prepared and certified by a Title Insurance Company, Civil Engineer or surveyor. The applicant is responsible for the accuracy of the 500 or 1000-foot radius and address certification. An error may result in denial or continuance of the project by reviewing authority. The list shall be prepared on 8½" x 11" sheets of self-adhesive labels. The labels shall be accompanied by a map showing every property within a 500-foot radius of the subject property.
- 9. Additional Information/documentation may be required.

Any false or misleading information shall be grounds for denial. If not legal owner, notarized authorization from owner of record must be attached.

Applications will not be accepted by mail, email or facsimile. All applications shall be submitted in person.

Wet Ink Signature

Print Name

Date

NON-OWNER AFFIDAVIT

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss

I (We), _____ being duly sworn, depose and say that I (we) am (are) the person(s) herein named and that the foregoing statements and answers herein contained and the information herein submitted are in all respect true and correct to the best of my (our) knowledge and belief.

Name: (Please print) _____

Mailing address: _____ City, _____ State _____ Zip _____

Telephone: _____ Fax: _____

Signatures: _____ Signatures: _____

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 signature(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 _____ that the foregoing paragraph is true and correct.

WITNESS my hand and official seal this _____ day of _____, 20_____.

Notary Public in the State of _____
with principal office in the County of _____

Place Notary Seal Above