



# CITY OF RANCHO MIRAGE

## DEVELOPMENT SERVICES

PLANNING DIVISION

69-825 Highway 111, Rancho Mirage, CA 92270

Phone: 760.328.2266

## Historic Preservation Application Process

The City of Rancho Mirage allows for the local designation of historic buildings, sites or districts within the City and for alterations to them (Section 15.27 of the Rancho Mirage Municipal Code). This application packet is to be completed in order to request one of the following: 1) a Historic Resource or Historic District designation, or 2) an alteration to a Historic Resource. For additional information, please contact the Planning Division at 760-328-2266 or [bent@RanchoMirageCA.gov](mailto:bent@RanchoMirageCA.gov)

### **APPLICATION**

The completed application and required materials shall 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. The Staff Liaison to the Historic Preservation Commission 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 will be asked to attend scheduled meetings pertaining to their project. These may include the Historic Preservation Commission (HPC) and the City Council.

### **HISTORIC PRESERVATION COMMISSION (HPC)**

Once the application has been determined to be complete, staff will review the application and prepare a staff report. The staff report will include a detailed description of the proposed project, an analysis of how the project does or does not comply with applicable regulations (Chapter 15.27 of the City's Municipal Code), and recommendations for action by the HPC. The staff report will be forwarded to the HPC, who may visit the project location, and a public meeting will be scheduled to review the request and receive public testimony. Multiple public meetings may be scheduled at the request of the HPC to conduct a property tour, allow applicants time to gather additional information requested, or to reevaluate properties after recommended restorations/repairs are complete. Upon complete consideration of the Historic Designation application the HPC may make a recommendation to the City Council for approval or denial of the request. Alterations to Historic Resources may be approved, conditionally approved, denied, or a recommendation to the City Council may be made by the HPC.

### **CITY COUNCIL**

After receiving the HPC's recommendation, a public hearing will be held by the City Council to receive public testimony and review the Historic Designation request. Upon complete consideration, the City Council will then either approve or deny the Historic Designation request. The City Council's decision is final unless it remands the application to the HPC.

### **NOTIFICATION**

Prior to consideration of the application by the City Council, a notice of public hearing 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 date.

### **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." The application 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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 PLANNING DIVISION  
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(For City Use Only)

Case No.: \_\_\_\_\_

Related Case No.: \_\_\_\_\_ Filing Fee: \$ \_\_\_\_\_

Receipt No.: \_\_\_\_\_ Check No.: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Submitted To: \_\_\_\_\_

**Historic Preservation Application**

**APPLICATION FOR:**

Historic Resource Designation     Historic District Designation     Alteration     Demolition

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Print: First, Middle Initial, Last

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

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

**LEGAL OWNER INFORMATION** SAME AS APPLICANT

Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Print: First, Middle Initial, Last

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

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

**REPRESENTATIVE/CONTACT PERSON INFORMATION** SAME AS APPLICANT

Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Print: First, Middle Initial, Last

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

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

**SEND CORRESPONDENCE TO (check one)**

APPLICANT                       LEGAL OWNER                       REPRESENTATIVE/CONTACT

**PROJECT INFORMATION**

Address(es): \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Total Square-Foot (building): \_\_\_\_\_ Existing Use: \_\_\_\_\_

Brief Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



CITY OF RANCHO MIRAGE  
HISTORIC PRESERVATION APPLICATION - SUBMITTAL REQUIREMENTS

**HISTORIC RESOURCE / HISTORIC DISTRICT DESIGNATION – SUBMITTAL REQUIREMENTS**

- One completed application, including wet ink signature(s) of property owner(s).
- \$500 Application fee (Check or Cash).
- Ten (10) copies of Department of Parks and Recreation (DPR) Primary Record (DPR 523A), Building, Structure, and Object Record (DPR 523B), and Location Map (DPR 523J).

If the property was included in the City’s 2003 Historic Resources Survey, include the relevant DPR forms with a cover memorandum describing any changes that have been made to the exterior since the forms were completed. If none have been made please state that. Planning Department staff can assist you with determining whether your property is included in the 2003 survey.

If the property was **not** included in the City’s 2003 Historic Resources Survey, DPR forms and a cover memorandum must be completed by a qualified historic preservation professional (e.g. architectural historian, architect, archeologist, or historian). The historic preservation professional must meet the minimum professional qualification standards required by the Secretary of the Interior. The DPR forms must include a discussion of integrity, a significance evaluation under the applicable federal, state, and local criteria, and a California Historical Resources Status Code. Any resource evaluated as significant at any level must also include a list of character-defining features. The cover memo should provide a summary of the research and field methods and results and a brief statement of significance.

- Ten (10) sets of color photographs showing and describing each elevation of the property and its surroundings. Digital high-resolution photographs printed on 8½” x 11” paper are required.
- Ten (10) copies of a detailed site plan printed on 11” x 17” clearly showing all property lines and existing buildings, as well as hardscape and landscape features. For Historic District Designations, provide an aerial map clearly showing the proposed district location and boundaries.
- Ten (10) copies of original plans for the development (e.g. site plan, building elevations, floor plan, etc.) printed on 11” x 17”.
- Select one or more of the following Criteria required for Historic Designation and provide a brief explanation within the required cover memorandum as to why the selected criteria apply to the property:

- \_\_\_ 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.

- If the Historic Preservation Commission makes a recommendation to the City Council, the applicant will be required to provide two (2) sets of mailing labels 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 the 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.
- An electronic copy of all plans, images, and reports submitted.
- Any other information/requirements deemed necessary by staff.

**CERTIFICATION**

Any false or misleading information shall be grounds for denial. If not the legal owner, a notarized authorization from the owner of record must be attached. Applications will not be accepted by mail, email or by fax. All applications must be submitted in person. I certified that all information provided within and submitted with this application is true.

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Wet Signature



CITY OF RANCHO MIRAGE  
HISTORIC PRESERVATION APPLICATION – SUBMITTAL REQUIREMENTS

**ALTERATION / DEMOLITION OF DESIGNATED HISTORIC RESOURCE – SUBMITTAL REQUIREMENTS**

- One completed application, including wet ink signature(s) of property owner(s).
- Verification that the property is a designated Historic Resource.  
Review the City’s Register of Historic Places, which is available at the Planning Department and online at: <https://ranchomirageca.gov/our-city/city-boards-commissions/historic-preservation-commission/>
- A detailed written explanation of how the proposed alteration will maintain the historic character and integrity of the Historic Resource. If demolition is proposed, indicate if there is a health or safety issue or other extenuating circumstances.
- A completely dimensioned and detailed site plan showing the existing development including the location of all buildings, structures, signs, parking, landscaping, walls, and points of ingress and egress and indicate the proposed alterations.
- Color elevations for each side of the building showing the existing condition and all proposed alterations, including call outs for the locations of proposed colors and materials.
- Proposed exterior colors and materials list with samples.
- Scaled floor plans for all floors proposed to be altered. Include the use of each portion of the building.
- A landscape plan, if applicable.
- A list of the existing structures and use of properties adjacent to the subject property.
- Current photographs of all sides of the structure that are proposed to be modified. All photographs must be labeled to indicate the direction of the view taken. If the proposed changes are to an accessory building, photographs of the primary building, including an overview showing the relationship between the primary building and the accessory structure, must also be submitted. Color digital images may be printed on 8½” x 11” paper and submitted in digital JPEG format.
- An electronic copy of all plans, images, and reports submitted.
- Any other information/requirements deemed necessary by staff.

**CERTIFICATION**

Any false or misleading information shall be grounds for denial. If not the legal owner, a notarized authorization from the owner of record must be attached. Applications will not be accepted by mail, email or by fax. All applications must be submitted in person. I certified that all information provided within and submitted with this application is true.

\_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Wet Signature