



# Certificate of Appropriateness Application

## INSTRUCTIONS

The Zoning Ordinance requires a Certificate of Appropriateness (C of A) for the alteration, demolition, or removal of any individual cultural resource or any contributing cultural resource within a historic district, and for any alteration, demolition, or removal of any potential cultural resource. Examples of work requiring a Certificate of Appropriateness include:

- Replacement of windows and/or doors
- Re-roofing
- Remodeling that alters the exterior of the building (in some cases, the interior of the building may also need a C of A)
- Seismic retrofitting of the structure
- Re-surfacing the building exterior
- Adding an addition
- Adding outdoor dining
- Relocating a structure
- Demolishing a structure

The purpose of the C of A is to protect structures from inappropriate alterations. In most cases, a C of A requires approval by the Historic Preservation Commission (HPC) at their monthly meetings. At these meetings, the HPC reviews the request to ensure that the proposed work is consistent with the Secretary of Interior Standards and Zoning Ordinance requirements. The HPC is able to give the property owner or applicant expert advice and guidance on proposed alterations.

The Director may approve a C of A for minor architectural elements and details, paint or other colorings or finishes, minor site improvements, or signage. When approving a C of A, the Director, like the HPC, must make all of the findings found in the Zoning Ordinance, but no public hearing or notice are required.

### APPLICATION CHECKLIST

The items below must be included with your application:

- Completed Planning Division Permit Application.
- Completed Owner's Affidavit.
- Site plan, floor plan(s), elevations, landscape plans, renderings, Green Building Program Point Sheet and any additional drawings requested in specific circumstances, drawn to scale and folded to a maximum of 8 1/2" x 14." FRONT AND REAR ELEVATIONS MUST SHOW ADJACENT BUILDINGS. (Additional sets will be required prior to final planning approval or prior to any required public hearing.)  
You must include:
  - One CD with architectural drawings, renderings, simulations in pdf format; photos in jpeg format.
  - Six (6) sets of full sized plans
  - Six (6) reduced (11" x 17" or 8 1/2" x 11") copies of all plans

Materials, colors, textures, glass types, etc., must be specified on all plans.

- Photographs of all four views of subject property . In addition, photographs showing the area affected by the proposed work.
- Details of any signs, awnings (if appropriate).
- Narrative describing how work complies with Secretary of Interior standards for rehabilitation (see attached page)



# Planning Division Permit Application

**PERMIT NUMBERS:**

**PROPERTY INFORMATION:**

STREET ADDRESS \_\_\_\_\_

PRESENT/LAST USE OF PROPERTY \_\_\_\_\_

**PROJECT PROPOSAL**

Summarize the project below or attach a narrative on additional pages that describes:

1. Demolition of structures and new construction (in square feet for commercial; number of units for residential).
2. Proposed use or activities.
3. For map or text amendments, include a specific proposal for new language and a statement as to how the amendment is consistent with the General Plan. The statement should cite specific sections in the General Plan.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROPERTY OWNER**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

**APPLICANT** (If different than property owner)

(This is the person who will be contacted regarding this application. This person will be named as the applicant in all documents relating to the permits.)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

**LEGAL DESCRIPTION:**

Assessor's Parcel Number - Book: \_\_\_\_\_ Page: \_\_\_\_\_ Parcel: \_\_\_\_\_ INIT \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



# Planning Division Permit Application

## OWNER'S AFFIDAVIT

State of California, County of Los Angeles

I, (We), \_\_\_\_\_  
 hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

I (we) hereby authorize \_\_\_\_\_ (list applicant's name)  
 to apply for \_\_\_\_\_ (application type: CUP, MCUP, PUP, DVP, AP, DMP, etc.)  
 for \_\_\_\_\_ (list type of activity).

### PROPERTY OWNER'S INFORMATION

OWNER(S) NAME(S) \_\_\_\_\_  
 OWNER(S) SIGNATURE(S) \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP CODE \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_

### CAPACITY CLAIMED BY SIGNER

- INDIVIDUAL(S)       CORPORATE OFFICER(S)  
 PARTNER(S)       ATTORNEY-IN-FACT  
 TRUSTEE(S)       OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES) \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_, 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 California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY'S SIGNATURE \_\_\_\_\_

SEAL:

### TO ALL APPLICANTS:

Employees of the City of West Hollywood will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, there is no guarantee - expressed or implied - that any permit will be granted by whatever agency or individual has authority in the matter. The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions.

The staff is not permitted to assist the applicant or any opponents of the applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



## Planning Division Permit Application

### SITE PLAN INSTRUCTIONS

**Please use the following guidelines in preparing plans for review by the Department of Community Development. Additional information may be deemed necessary for the complete review of the submitted project. Please note that larger projects are subject to the Concurrent Plan Check process.**

1. Indicate address and legal description of subject property on plan as well as the name, address, and phone number of the applicant, owner, and architect.
2. Include an index sheet with all plan sets.
3. Provide north indication arrow, and orient plans with north toward the top.
4. Plan must be drawn to scale, with scale indicated Use Engineer's or Architect's scale: 1" = 10'; 1/4" = 1'; etc.
5. Show all property lines. Do not use the edge of the paper for property lines.
6. Indicate the name of streets or alleys that border the project.
7. Provide a table indicating the subject property's zoning designation and calculations for density, floor area ratio (FAR), and parking requirements on the cover page/title sheet.
8. Existing site plan shall include the following:
  - Existing building footprint(s), square footage(s), number of stories, and land use;
  - Dimensions from all structures to front, side and rear property lines;
  - Existing parking areas, parking stalls, driveways, and turning areas;
  - Dimensions for existing buildings, driveways, and parking spaces;
  - Fences and walls;
  - Labeled landscaped and paved areas;
  - Location and species of trees on property and the diameter of tree trunks;
  - Sidewalks, streets, and curb cuts adjacent to the property;
9. A certified site survey, which is required for demolition and new development. Site surveys shall be stamped and signed by a certified engineer. Survey must indicate dimensioned setbacks of adjacent properties and must include topography contour lines.
10. Proposed site plans shall show all proposed improvements, and include the following:
  - Proposed building footprints, square footage(s), number of stories and land use;
  - Proposed parking areas, parking stalls, driveways, turning areas, visibility windows and parking lot landscaping. (Turning radius and visibility window templates are available at the planning counter);
  - Dimensions for proposed buildings, driveways, parking spaces, and vehicle back-up areas;
  - Dimension all structures to front, side, and rear property lines;
  - Labeled all landscaped and paved areas, including stoops and paths;
  - Location, height and materials for all proposed fences and walls;
  - Calculations of paved areas and permeable surfaces on the plans per WHMC 19.20.190;
  - Sidewalks, streets, and curb cuts adjacent to the property;
  - Location for recycling/trash containers, electrical transformers and other equipment;
11. Proposed front, side and rear building elevations must be fully dimensioned and include the following:
  - Existing adjacent structures on either side of the proposed structure, including height, windows, doors and other key elevation information;
  - Proposed construction and/or alterations;
  - Illustration of building height envelope, and dimensions of proposed height of building;
  - Fences and/or walls and their dimensions,
  - Details of windows, doors, railing and fencing;
  - Location of proposed vents, air conditioning equipment, and all rooftop mechanical equipment;
  - Location of proposed utility meters, transformers, and utility boxes;
  - Location of exterior lighting;
  - Existing and proposed materials and colors.

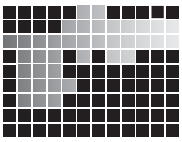
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## SITE PLAN INSTRUCTIONS, CONT'D.

12. Proposed building floor plans shall be fully dimensioned and include the following:
  - Property lines;
  - Square footage of each room;
  - Interior layout of each floor with rooms labeled for proposed use;
  - Existing and proposed windows and doors;
  - Table indicating the square footage for all common/private open space.
13. Provide a roof plan with dimensions and screening of all rooftop mechanical equipment.
14. Cross sections shall be through the major axis of the building(s) and be at the same scale as the building elevations. Indicate ceiling heights on sections. Additional sections may be requested as needed.
15. Provide a preliminary landscape plan per WHMC 19.26. Include the following:
  - Location of all trees, shrubs, groundcover and turf to be planted;
  - Planting list with species and common names of all materials;
  - Drought tolerance levels of proposed plantings per WHMC 19.26.060.
  - Location and sizes of all existing trees on the subject property and whether they are to be removed;
  - Location of non-vegetative landscape elements, such as paving, fences, retaining walls, planters and arbors.
16. For courtyard housing projects, provide a narrative and plan sheet indicating how the project complies with all criteria in WHMC 19.36.265. If these criteria are not met, explain how the proposed "alternative design" complies with the intent of the code as described in WHMC 19.36.265.
17. For proposed residential projects that do not comply with the additional six-foot front yard setback required for second floors and above per Table 2-3 under WHMC 19.06.040, provide a written statement explaining how the proposed project is of exemplary design.
18. Show the width and location of any public or private easements, such as driveways or utility company right-of ways. If there are none, note this on plans.
19. Show and label any obstructions such as telephone poles or street signs in public right-of-ways. If there are none, note this on plans.
20. If a swimming pool, spa, or hot tub is to be included in the proposed project, dimension setbacks from property lines and indicate the location and screening of all appurtenant equipment per WHMC 19.20.140.
21. For multi-family residential projects, indicate area and dimensions of each private and common open-space area.
22. For any residential project involving new construction, indicate and dimension the existing front yard setbacks of the two structures closest to the subject property on the adjacent properties.
23. For projects to be presented at a neighborhood meeting, provide a massing model. For permits to be reviewed by the Planning Commission, provide a massing model, and a detailed scale model. Models must be to scale and include buildings adjacent to the subject project. (All major commercial projects or residential projects of three units or more require massing models).
24. For projects involving a nightclub or restaurant, include seating layout plan, menu, proposed hours of operation, and copy of ABC Permit.

[continued]



**FOR NEW CONSTRUCTION:**

1. Attach survey of site by licensed surveyor.

**FOR PLANS ALSO TO BE SUBMITTED TO THE BUILDING AND SAFETY DIVISION, INCLUDING THE FOLLOWING:**

1. Type of construction of the building.
2. Occupancy classification of the intended uses with corresponding allowable area calculation for mixed occupancies indicated for each floor.
3. Show accessible path of travel and accessible required exits and entrances with corresponding details to verify compliance with requirements, including minimum exit separation, on plans.
4. Identify accessible parking spaces with corresponding details for verification with requirements, including minimum 8'-2" net height clearance for the parking structure, and Van-accessible access aisle with 8' width on plans.
5. Indicate the height of the structure on all elevation views.
6. Provide accessible rest rooms on the second floor of a building for office use.
7. Show dimensions for the elevator car to be accessible. Elevator cannot be on a required exit path.



## STANDARDS FOR REHABILITATION

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- 1 A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- 2 The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
- 3 Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
- 4 Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- 5 Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- 6 Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
- 7 Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- 8 Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- 9 New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
- 10 New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.