



Rehabilitation Incentives Application

INSTRUCTIONS

REHABILITATION INCENTIVES FOR DESIGNATED HISTORIC PROPERTIES

Rehabilitation Incentive, Definition: Incentives for designated cultural resources, which provide financial or physical incentive to the property owner to upkeep, repair and otherwise maintain a designated cultural resource. Incentives include, but are not limited to, changes of use, reduction in development standards, facade easements and the transfer of development rights. In exchange for granting a facade easement, the property owner may receive tax benefits in the form of a charitable contribution for conservation purposes.

Upon designation of a structure or improvement, the property owner may apply for aid and assistance in rehabilitating the designated resource. The purposes of rehabilitation incentives are to encourage restoration and continued maintenance of the City's designated cultural resources; to encourage the designated resource owner's participation in the preservation process; and to balance the goals of preservation with the need for continuing development in the City.

Generally, the Cultural Heritage Commission (CHC) may grant rehabilitation incentives following a public hearing. However, the Planning Commission, following a recommendation by the CHC, is the approval body for all requests for adaptive reuse or an activity normally requiring Commission approval (for example, a hotel, bar or nightclub). All modifications and additions to the building will be evaluated using the Secretary of Interior Standards for Rehabilitation (attached).

APPLICATION CHECKLIST

The following materials must be submitted to the Department of Community Development for the processing of a Rehabilitation Incentive:

- Rehabilitation Incentives Permit Application and Supplement
- Property Owner's Affidavit
- A Restoration or Maintenance Plan prepared by a preservation Architect, six (6) copies. This plan may be reviewed by the Cultural Heritage Advisory Board
- An estimate of the cost of the Restoration or Maintenance Plan from a preservation architect, six (6) sets. (Staff can provide applicant with a list of local preservation architects.)
- A list of any funds granted by any agency, public or private, for the purpose of restoration
- A statement regarding the availability of tax credits that the owner has applied for or has obtained.
- Color photographs showing the entire designated resource, six (6) sets
- 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.
 - Two (2) sets of full sized plans
 - Two (2) reduced sets at 11" x 17"
- Any other information deemed necessary by the Director of Community Development
- Filing Fee: See Permit Fee Sheet
- For requests involving adaptive reuse of residential buildings only :** Supporting documentation to justify a claim of economic hardship
- Fees Required: The only fees required for this application are fees for noticing of the public hearing which include a newspaper advertisement, mailing labels and postage for a 500' mailing radius and any applicable CEQA fees. Contact the Planning Division for updated fees.



Rehabilitation Incentives Permit Application

PERMIT NUMBERS:

PROPERTY INFORMATION:

STREET ADDRESS _____

PRESENT/LAST USE OF PROPERTY _____

DATE OF DESIGNATION _____

PROJECT PROPOSAL

State the *specific rehabilitation incentive* being requested and summarize the project below. Where applicable, attach a narrative describing the details of the design and operation of the project.

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 _____



FINDINGS OF FACT

Please address and respond to each of the following findings of fact. Answer to the best of your ability. YES AND NO ANSWERS ARE NOT ACCEPTABLE. Where relevant, justify the ways in which the project meets the Secretary of the Interior's standards.

The incentive(s) to be granted serve(s) to compensate the property owner for the increased burden, in terms of maintenance and expense, that rehabilitation would entail.

The proposed incentive(s) will not impair the architectural, historic or aesthetic integrity of the resource.

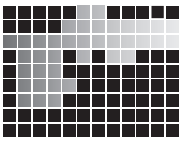
The proposed incentive(s) will not be detrimental to the public health, safety or welfare.

ADDITIONAL QUESTIONS FOR CHANGE OF USE REQUESTS:

The change of use will occupy no more than the original square footage of the resource.

The proposed change of use or adaptive reuse would not significantly impair the integrity or character of the neighborhood in which it is located.

[continued]



FINDINGS OF FACT, CONT'D

The change of use or adaptive reuse would result in substantial restoration of the significant and architectural features or exterior architectural appearance of the resource or shall result in a maintenance plan for the building which will ensure the upkeep and continued maintenance of the resource over the expected life of the project.

ADDITIONAL QUESTION FOR REQUESTS TO REUSE A RESIDENTIAL STRUCTURE FOR A COMMERCIAL USE (e.g., a Bed and Breakfast Inn):

In order to qualify to convert from a residential to a commercial use, an economic hardship must exist such that the proposed commercial use is necessary to maintain the building. (Please attach detailed supporting documentation to prove that the historic structure cannot be maintained if the building continues to exist as a residential use.)



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 _____



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.