



City of Isleton

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

WHAT IS A CERTIFICATE OF APPROPRIATENESS AND WHEN IS IT NECESSARY?

Incorporated into the Planning Code in 1991, Article 10 outlines the process for the review and entitlement of alterations to properties locally designated as Landmarks. An individual Landmark is a stand-alone building, site, or object important for contributing to the City of Isleton. A Landmark District is a group or a neighborhood of properties that are by Law architecturally, historically, or culturally recognized. These designated properties and the Isleton Asian-American District are subject to the review and entitlement processes outlined therein. **The Isleton Historic Preservation Review Board (IHPRB)** oversees and regulates these properties and this District.

A **Certificate of Appropriateness (COA)** is the entitlement process described in Chapter 8.17 of the Historic Preservation Ordinance, which is required to alter an individual Landmark and any property within Isleton's Landmarked District. A COA is required for any construction, addition, minor or major alteration, relocation, removal, or demolition of a structure, object, or feature on a landmark-designated property, in a designated landmark interior, or within our landmarked District. Projects that propose minor alterations qualify for an Administrative Certificate of Appropriateness entitlement and are reviewed and approved by IHPRB staff. A hearing before **Isleton's City Council** is required for a Project that the IHPRB has identified as a major alteration. Any member of the Public may appeal a decision of the Board within five calendar days. The appeal must be in writing, explain the basis, and be delivered to the City Clerk within that time.

This COA is based upon the Federal Department of the Secretary of Interior's Standards, which the City of Isleton has adopted for preservation and is used as a guide to ensure work done on Designated Landmarks within Isleton, and properties within the Isleton Asian-American District comply. Please refer to the Isleton Asian-American National Register District's Design Guidelines to determine the extent of the requirements.

PROPERTY INFORMATION

Project Address:

Assessor's Parcel Number:

Within the past five years, has the property enrolled in the Federal Rehabilitation Tax Credit Program? Yes___ No___

If you selected yes, please also submit documentation from the California Office of Historic Preservation (OHP) regarding a review of the proposed Project. The OHP may be contacted at (916) 445-7000, or <http://ohp.parks.ca.gov/>.

BRIEF PROJECT DESCRIPTION

DOCUMENTATION REQUIREMENTS (i.e. Scaled Architectural Drawings, Photographs, Material Samples, etc).

Architectural Drawings: Site Plan & Elevations (Sheet size: 12"x18" [Max] / Scale: 1/8" = 1'-0" [Min]).

- Proposed Elevation(s): Scaled and annotated views of the façade from Main Street and of each side wall showing the proposed placement of doors, windows, siding, and roofing.
- All Drawings shall include a North arrow on Plans, orientation on Elevations (i.e. North, South, East, West), Property Address, Sheet Number, Property Owner (or Owner's Agent) name, and address.
- For paint exterior building color presentations, provide the paint company's name, color collection, name & number, and paint sheen.

Photography: COA Applications will not be accepted without color photographs. Photographs shall include the following views and information:

- Present annotated views of each sidewall and the Main Street façade (including adjacent buildings) with the orientation of the image included.
- Provide the date of each image presented

Material Samples: If requested by the IHPRB, please limit material samples to a minimum of 4" to a maximum of 18".

FINDINGS OF COMPLIANCE WITH PRESERVATION STANDARDS

PRESERVATION STANDARDS CHECKLIST

In reviewing applications for a Certificate of Appropriateness the City of Isleton and its IHPRB shall be governed by *The Secretary of the Interior's Standards for the Treatment of Historic Properties* under Section 1006.6 of the Planning Code.

For the statements below, please reply as to how your Project meets *the Secretary of the Interior's Standards for the Treatment of Historic Properties*, in particular the *Guidelines for Rehabilitation*, and how the project will retain character-defining features of the building and/or Historic District

ITEM	PRESERVATION STANDARDS CHECKLIST	YES	NO	N/A
1	Is the Property within the boundaries of the Isleton Asian-American District?			
2	Is the Property listed as historically contributing within Isleton's Asian-American District?			
3	Is the property being used as it was historically?			
4	Does the Property façade reflect the historical time period between 1926-1942?			
5	Does the Property require temporary stabilization until Work may be undertaken?			
6	Will structural work alter the features of the property's façade?			
7	Will proposed alterations remove distinctive materials and features of the property's façade?			
8	Will the historic character, distinctive materials, features, finishes, construction techniques, or examples of craftsmanship that characterize the property be-preserved?			
9	Are deteriorated historic features being restored and/or in need of replacement?			
10	Do new replacement materials match original materials in composition, design, color, texture, and materials?			
11	Are any chemical or physical treatments being applied to historic materials?			
12	Do exterior alterations or related new construction preserve and incorporate historic materials, features, and spatial relationships that are characteristic to the property?			

PRESERVATION STANDARDS QUESTIONS

Please respond to each statement completely (Note: Attach continuation sheets, if necessary). Give reasons as to *how* and *why* the project meets the ten Standards rather than merely concluding that it does so. **Please Note:** If a given requirement does not apply to your Project, explain why it does not.

ITEM	PRESERVATION STANDARDS QUESTIONS	YES	NO	N/A
1	A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.			
2	The historic character of a property will be retained and preserved. The replacement and alteration of intact and repairable historic material, features, spaces, and spatial relationships that characterize a property shall 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 has acquired historic significance in its own right will be retained and preserved.			
5	Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.			
6	The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture. 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 shall 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 shall be compatible with the historic materials, features, size, scale, 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 not be impaired.			

APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a) The undersigned is the owner or authorized agent of the owner of this property.
- b) The information presented is true and correct to the best of my knowledge.
- c) Other information or applications may be required.
- d) I hereby authorize City of Isleton staff to conduct a site visit of this property as part of the City's review of this application, making all portions of the interior and exterior accessible through the completion of construction and in response to the monitoring of any condition of Approval.
- e) I attest that Personally Identifiable Information (PII) - i.e. social security numbers, driver's license numbers, and bank accounts - have not been provided as part of this application. Furthermore, where supplemental information is required by this application, PII has been redacted before submission to the City of Isleton. I understand that any information provided to the City of Isleton becomes part of the public record and can be made available to the public for review and/or posted to the City of Isleton's websites.

Signature

Date

Name & Title (Printed)

Phone

Relationship to Project (i.e. Owner, Architect, etc.)

Email

Please Note: A Certificate of Appropriateness is an Entitlement that runs with the property; therefore, the property Owner or a party legally designated as the Owner's Agent may apply for a Certificate of Appropriateness. **Required:** A letter from the Owner authorizing the Owner's Agent must be attached.

OFFICE USE ONLY:

COA APPLICATION RECEIVED BY CITY OF ISLETON / CITY HALL

Office Staff Signature

Date

Name & Title (Printed)

Phone

COA RECEIVED FOR REVIEW (RECEIVED BY IHPRB)

Signature

Date

Name & Title (Printed)

ihprb@cityofisleton.com

COA REVIEWED (IHPRB)

Signature

Date

Name & Title (Printed)

IHPRB REVIEW FINDINGS

_____ MINOR (per IHPRB specifications)

_____ MAJOR (per IHPRB specifications - (City Council Approval is required before Building Department Review)

APPROVED (YES _____ / NO _____)

_____ City Council Approved

_____ City Council Meeting

Date

DISAPPROVED (YES _____ / NO _____)

Date

APPEALED (YES _____ / NO _____)

_____ City Council Approved

_____ City Council Meeting

Date

IHPRB REVIEW

COMMENTS

Date

ISLETON BUILDING DEPARTMENT REVIEW [Note: Additional section for Isleton's process]

_____ MINOR: (Per California State Building Code Specifications)

Comment:

_____ MAJOR: (Per California State Building Code Specifications - A pre-construction meeting is required)

Comment:

CHECKLIST FOR MEETING:

_____ Current condition/configuration of building documented with photographs, all sides of the building have been photo-documented with the current date, time, and orientation (N-E-S-W).

_____ The area where Work is to be completed has been specified and detailed.

_____ Specifications and images for materials to be utilized are documented.