For landmarks or properties within a historic district, no person shall alter, restore, demolish, remove or relocate any exterior improvements or architectural feature without being granted a Certificate of Appropriateness.

The purpose of a Certificate of Appropriateness is to ensure that alterations to an historic landmark or property in a district retain the historic features, integrity, character etc. that make them significant.

There are four levels of review, depending on the extent of the application request.

- Preservation Commission approval – for major changes and additions
- Voluntary Preliminary Design Review from Preservation Commission – for preliminary feedback on a potential design without a formal hearing or decision
- Minor Alterations Subcommittee approval – for minor exterior changes
- Staff approval – maintenance, repairs, and interior changes

<table>
<thead>
<tr>
<th>TYPE OF ALTERATION</th>
<th>APPROVAL:</th>
<th>FEE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Removal from Historic Resources List</td>
<td>Preservation Commission</td>
<td>$5,175</td>
</tr>
<tr>
<td>New Structures</td>
<td>Preservation Commission</td>
<td>No fee</td>
</tr>
<tr>
<td>Structural Additions</td>
<td>Preservation Commission</td>
<td>No fee</td>
</tr>
<tr>
<td>Exterior alterations not defined as “minor”.</td>
<td>Preservation Commission</td>
<td>No fee</td>
</tr>
<tr>
<td>Changes to exterior finishes</td>
<td>Minor Alterations Subcommittee</td>
<td>No fee</td>
</tr>
<tr>
<td>Changes to or additions of doors and windows</td>
<td>Minor Alterations Subcommittee</td>
<td>No fee</td>
</tr>
<tr>
<td>Changes to or additions of appurtenances</td>
<td>Minor Alterations Subcommittee</td>
<td>No fee</td>
</tr>
<tr>
<td>Changes to or additions of flat concrete work</td>
<td>Minor Alterations Subcommittee</td>
<td>No fee</td>
</tr>
<tr>
<td>Changes to or additions of fences, walls or gates</td>
<td>Minor Alterations Subcommittee</td>
<td>No fee</td>
</tr>
<tr>
<td>Changes to landscaping</td>
<td>Minor Alterations Subcommittee</td>
<td>No fee</td>
</tr>
<tr>
<td>Exterior alterations not visible from the public right-of-way</td>
<td>Staff</td>
<td>No fee</td>
</tr>
<tr>
<td>Interior alterations</td>
<td>Staff</td>
<td>No fee</td>
</tr>
</tbody>
</table>

* Ordinary maintenance and repair including:
  - repainting (same color);
  - repairing of existing windows & doors with like materials;
  - re-roofing with same materials and colors;
  - similar types of replacements of existing with like kind.
  | Staff | No fee |
INSTRUCTIONS FOR FILING:

Application Form and Owner’s Affidavit
- All information in this application shall be typed or legibly printed.
- Give full and complete answers to all questions.
- If necessary, attach extra sheet(s) to answer questions completely.

Plans and Photographs
- Submit ten (10) sets of plans drawn to scale and folded to a maximum size of 8 ½” by 11”
- Submit one (1) copy of photos, color board and material samples.
- Provide a digital PDF version of the plans and photos

Additional Requirements
- The applicant may be required to prepare a Specific Preservation Plan which shall address how any of the proposed alterations will affect the integrity of identified character-defining elements (see attached). It is recommended that the applicant consult with their design consultants, historic consultants and contractor to complete this Plan as ANY DEVIATIONS FROM THIS PLAN MUST BE APPROVED BY THE REDONDO BEACH PRESERVATION COMMISSION AT ONE OF THEIR REGULARLY SCHEDULED MEETINGS.
- The applicant may be required to prepare a Historic Resources Report (see Planning Staff for example), which shall define the historic, primary and secondary features of the structure and property that are considered integral to the historic designation.

Examples of Alterations requiring a Specific Preservation Plan and/or Historic Structures Report
- Additions of more than 500 square feet to an existing designated structure(s).
- Removal of more than 50% of exterior wall surfaces, roof, etc.
- Second-story addition to a one story structure.
- Environmental Assessment Form (may be required for major changes)
Application is hereby made to the Preservation Commission of the City of Redondo Beach, for a Certificate of Appropriateness pursuant to Section 10-4.401, Title 10, Chapter 4, of the Redondo Beach Municipal Code.

### A  APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>STREET ADDRESS OF PROPERTY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXACT LEGAL DESCRIPTION OF THE PROPERTY:</td>
</tr>
<tr>
<td>LOT:</td>
</tr>
<tr>
<td>RECORDED OWNER’S NAME:</td>
</tr>
<tr>
<td>MAILING ADDRESS:</td>
</tr>
<tr>
<td>TELEPHONE:</td>
</tr>
<tr>
<td>AUTHORIZED AGENT’S NAME &amp; EMAIL:</td>
</tr>
<tr>
<td>MAILING ADDRESS:</td>
</tr>
<tr>
<td>TELEPHONE:</td>
</tr>
</tbody>
</table>

### B  PROJECT DESCRIPTION:  Give the following data for the project:

- Description of proposed project. Please note if it is in a Historic District and if it is visible from the public right-of-way.

- Existing use(s) of site:

- Existing condition of structure:

- Indicate how the proposed work is compatible with the original architectural style of the building. If in a Historic District, indicate how the work is compatible with the overall character of the District.
OWNER’S AFFIDAVIT

Project address: __________________________________________________

Project description: ________________________________________________

________________________________________________

I (We) ____________________________, being duly sworn, depose and say I am (we are) the owner(s) of all or part of the property involved and that this application has been prepared in compliance with the requirements printed herein. I (we) further certify, under penalty of perjury that the foregoing statements and information presented herein are in all respects true and correct to be best of my (our) knowledge and belief.

Signature(s): ______________________________________________________

________________________________________________

Address: _________________________________________________________

________________________________________________

__________________________________________________

Phone No. (Res.) _________________________________________________

(Bus.) _________________________________________________

Subscribed and sworn to before me this _____ day of ________________, 20_______

________________________________________________

FILING CLERK OR NOTARY PUBLIC

STATE OF CALIFORNIA )
COUNTY OF LOS ANGELES ) SS

OCTOBER 2023
It is desirable, but not required, to have the signatures of owners of property in the immediate area affected, certifying that they have no objection to the proposed Certificate of Appropriateness.

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>LOT</th>
<th>BLOCK</th>
<th>TRACT</th>
</tr>
</thead>
<tbody>
<tr>
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</table>
A. INSTRUCTIONS FOR GRAPHIC PORTIONS OF THE APPLICATION FOR PREPARATION

The chart below indicates the types of plans and information that are to be submitted for various types of proposals. Following the chart is a checklist for each requirement. Depending upon the nature of a proposal, City staff may permit certain items to be modified or deleted. The Preservation Commission reserves the ability to subsequently require omitted items to be provided, but this will be done only if considered to be essential to making a proper decision.

<table>
<thead>
<tr>
<th>DESCRIPTION OF PROJECT</th>
<th>SITE PLAN</th>
<th>EXISTING ELEVATIONS</th>
<th>PROPOSED ELEVATIONS</th>
<th>PHOTOS</th>
<th>COLOR BOARD</th>
<th>ROOF PLAN</th>
<th>MATERIAL SAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUILDING ADDITION/NEW INFILL CONSTRUCTION</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>BUILDING ALTERATION</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>CHANGE OF PAINT COLOR</td>
<td>OPTIONAL</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WALLS, FENCES, GATES</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>SIGNS</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>HARDSCAPE</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOFTSCAPE (LANDSCAPING/VEGETATION)</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEMOLITION</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

1) SITE PLAN

Scale: Minimum 1/8 inch = 1 foot

General Information:
- North arrow.
- Title block (showing the address of subject property, name and address of person who prepared the map, scale of map, and date).
- Legal description.
- Size of lot.
- Percentage of lot coverage.
- Percentage of hardscape/landscape/open space cover.
- Proposed/required parking.

Topographical Survey:
- (Prepared by registered civil engineer or land surveyor)
  - Contour lines to extend beyond all property lines up to 5 feet. Contours at intervals of 1 to 5 feet.
  - Indicate: all property corner elevations, adjacent property elevations, elevation of finished floor and roof ridge of each building.

Property Dimensions:
- Dimension all property lines.
- Location and dimension easements (existing and proposed).

Buildings:
- Indicate: location and dimensions of all structures (existing and proposed) and required setbacks.
- Show structures to be demolished with dashed lines.
- Dimension space between buildings.
- Indicate dimensions from all structures to property lines.

Softscape:
- Indicate: existing major vegetation (note major vegetation to be removed and/or relocated) and proposed landscaped areas.

Parking/Access:
- Indicate and dimension: all curb cuts, driveways, and walkways, all parking spaces, access aisles and loading areas.
- Indicate: all adjacent streets, street dedications and improvements.
**Improvements:**

Indicate: location, height, and material of walls and fences.
Indicate: location, size and height of signs.
Indicate: location and general nature of exterior lighting.

2) **ARCHITECTURAL ELEVATIONS**

Minimum scale: ¼ inch = 1 foot
Minimum scale for details 1 ½ inch to 3 inches = 1 foot.
Where existing elevations are required; show all sides of the building or improvement.
Where proposed elevations are required: provide separate elevations showing all sides of new buildings and improvements and all affected sides of altered buildings and improvements.
Indicate height of all structures.
Identify all types of exterior architectural materials.
Significant architectural features and historic fabric must be shown in detail (doors, fenestration & design details).
Show existing and finished grades.

3) **PHOTOS:**

Minimum size 4” x 6” color prints (not polaroids) showing all sides of existing building(s), with additional photos showing features to be altered at close range. (Digital submission of photos in addition to prints is also encouraged.)

4) **COLOR BOARD:**

Through use of color samples or colored elevations, show the paint or finish colors for all exterior surfaces.

5) **ROOF PLAN:**

Minimum scale: 1/8 inch = 1 foot
Plan must illustrate relationship of new roof to roof(s) of existing building(s).

6) **MATERIAL SAMPLES:**

Samples should include roofing and siding materials, trim, and other significant features; and should be of a sufficient size to evaluate the qualities of materials when actually applied to the building.

**B. INSTRUCTIONS FOR SUPPLEMENTAL ITEMS – MEET WITH PLANNING DIVISION STAFF**

1. **PRESERVATION PLAN**
2. **HISTORIC STRUCTURE REPORT**
3. **ENVIRONMENTAL ASSESSMENT**