

SONOMA COUNTY
LANDMARKS COMMISSION

2550 Ventura Avenue # Santa Rosa, California 95403 # (707) 525-7383 # FAX (707) 525-8343

**REQUIRED APPLICATION MATERIALS FOR ARCHITECTURAL &
DESIGN REVIEW OF PROJECTS INVOLVING HISTORIC PROPERTIES**

(Adopted May 15, 1979)
(Revised January 27, 2009)

Application

One (1) copy of a completed and signed Administrative Design Review (ADR) application.

Parcel Map

One (1) copy of the Assessor's Parcel Map of the subject property.

Site Plan

Six (6) copies of a Site Plan (larger than 8 ½ " x 11") showing:

- (a) existing and proposed primary and secondary structures
- (b) existing and proposed trees and other landscape features, including retaining walls and fences
- (c) existing and proposed roads, parking areas, and circulation
- (d) existing and proposed storage areas
- (e) existing and proposed signs
- (f) existing natural features
- (g) adjacent land uses

Architectural Drawings

Six (6) copies of full-size architectural drawings to scale showing:

- (a) existing and proposed building elevations of all building facades, to include exterior building material types, textures, and colors
- (b) existing and proposed floor plans
- (c) existing and proposed trees and other landscaping
- (d) existing and proposed signs and associated lighting

Photographs

Six (6) copies of recent photographs of the existing structures and larger subject property from several vantage points.

If available, six (6) copies of historic photographs of the existing structures and larger subject property.

Proposal Statement

One (1) copy of a proposal statement that includes:

- (a) demolition of an existing structure: the justification as to why demolition of the structure is desirable
- (b) exterior remodeling of an existing structure: the reason for and description of the proposed remodeling
- (c) construction of a new structure: the reason for and description of the proposed new structure

Historic Resources Survey and Evaluation

Six (6) copies of an Historic Resources Survey and Evaluation of the existing historic property (i.e., one or more structures, sites, or areas more than 45 years old) involved in the project by a qualified historian, architectural historian, or historic architect. The Landmarks Commission will use the Survey and Evaluation to determine whether or not the historic property is significant. The Survey and Evaluation must include:

- an evaluation of the historic property with respect to the Eligibility Criteria for the California Register of Historical Resources
- a California Department of Parks and Recreation DPR 523A Form: Primary Record for each structure, site, or area that comprises the historic property
- California Department of Parks and Recreation DPR 523B Form: Building, Structure, and Object Record for each structure, site, or area that comprises the historic property

Indemnification Agreement

One (1) copy of a completed and signed Indemnification Agreement.