



City of
Santa MonicaSM

CITY OF SANTA MONICA
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
(310) 458-8341

THIRD STREET NEIGHBORHOOD HISTORIC DISTRICT SUPPLEMENTAL INFORMATION FOR PROJECT APPLICATIONS

The Third Street Neighborhood Historic District is the City's first Historic District and was designated on July 1, 1990. It consists of 38 contributing buildings constructed between 1875 and 1930. This small Ocean Park neighborhood illustrates many of the historical and architectural patterns that characterized the larger community. Historically, the neighborhood has ties to some of Santa Monica's most prominent early residents. Architecturally, the buildings chronicle the evolution of design from the Victorian era through the revival styles of the 1920s and 1930s, with an emphasis on hipped roof, turn-of-the-century cottages and Craftsman bungalows.

In order to ensure the long-term preservation of resources within the Third Street Neighborhood Historic District and its distinct neighborhood character, procedures and criteria for the regulation of projects within the District have been incorporated in the City's Municipal Code (Chapter 9.40) and through the establishment of Design Guidelines.

If you are proposing a project within the District that requires a Certificate of Appropriateness, you are required to meet with the Third Street Neighborhood Historic District Citizen Participation Committee (CPC) *in advance* of submitting an application to the City. While the CPC does not have the authority to approve or deny projects, soliciting comments early in the process can help to identify issues that may be of concern to residents of the District and to formulate potential design solutions. (Please see page 2 of the attached Certificate of Appropriateness application.) Once the Certificate of Appropriateness application has been formally submitted to the City, copies will also be distributed to CPC members.

Please review the following materials regarding the District and feel free to contact the Landmarks Commission Liaison with any questions at (310) 458-8341.

Attachments:

- Map of the Third Street Neighborhood Historic District
- Certificate of Appropriateness Application
- Certificate of Exemption/Administrative Approval Application
- Third Street Neighborhood Historic District Design Guidelines
- Current list of Citizen Participation Committee members

Third Street Neighborhood Historic District

OCEAN PARK BLVD

BEACH ST

HILL ST

MAIN ST

3RD ST

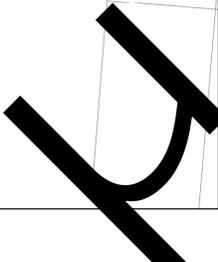
2ND ST

2543-2345	2ND ST
2601	2ND ST
2603	2ND ST
2607	2ND ST
2614	2ND ST
2615	2ND ST
2617	2ND ST
2618 A&B	2ND ST
2619	2ND ST
2620	2ND ST
2621	2ND ST
2622	2ND ST
2624	2ND ST
2628	2ND ST
2632	2ND ST
2634	2ND ST
2638	2ND ST
2642	2ND ST
2646	2ND ST
2650	2ND ST
2660	2ND ST
2668	2ND ST
2701	2ND ST

2544	3RD ST
2546-2548	3RD ST
2547	3RD ST
2551	3RD ST
2553	3RD ST
2602	3RD ST
2603	3RD ST
2607-2609	3RD ST
2608	3RD ST
2612	3RD ST
2616-2618	3RD ST
2617	3RD ST
2619	3RD ST
2623	3RD ST
2624	3RD ST
2625	3RD ST
2627	3RD ST
2628	3RD ST
2634	3RD ST
2637-2639	3RD ST
2704	3RD ST

227	BEACH ST
236	BEACH ST
237	BEACH ST
242	BEACH ST
244	BEACH ST
248	BEACH ST
225	HILL ST
231	HILL ST
237	HILL ST
238	HILL ST
240	HILL ST
242	HILL ST
244	HILL ST
245	HILL ST

	Noncontributing Buildings
	Contributing Buildings



**THIRD STREET NEIGHBORHOOD
HISTORIC DISTRICT
DESIGN GUIDELINES
AND
LANDSCAPE SURVEY**

July 13, 1992

TABLE OF CONTENTS

Section	Page
I. Introduction	1
II. Definitions	2
III. Application Process	3
IV. District Description and Character	4
V. District Architectural Styles	5
VI. Restoration, Rehabilitation or Additions to Contributing Buildings	10
VII. New Construction, Additions and Architectural Compatibility	12
VIII. Landscape Survey	14
IX. References	18

I INTRODUCTION

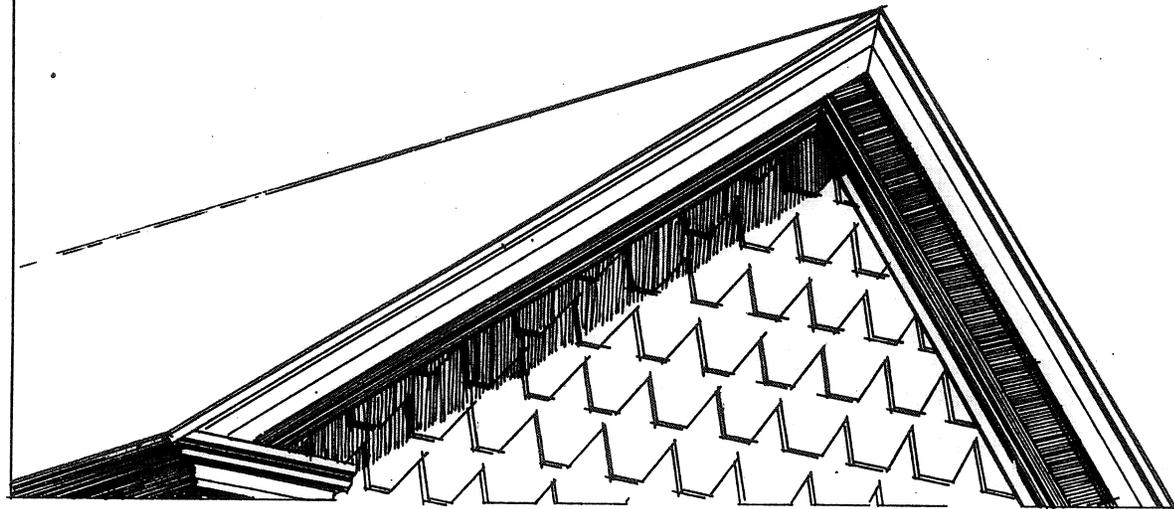
The Third Street Neighborhood Historic District was designated Santa Monica's first historic district in July 1990. The district is notable for its representation of a variety of late 19th century and early 20th century residential architectural styles as well as for its lack of substantial infill structures. This is most evident along Third Street, where the neighborhood's turn of the century character is relatively undisrupted. The neighborhood's architectural consistency is also particularly memorable in Ocean Park, where wood frame California bungalows and low scale Spanish Revival structures frequently exist adjacent to large apartment buildings.

The ordinance adopted to govern the procedures for permitting alterations or new construction in the district has been incorporated into the Santa Monica Landmarks and Historic Districts Ordinance. These guidelines serve as a supplement to the ordinance and the ordinance should always be reviewed and referred to when

designing a project within the historic district.

The purpose of the Third Street Neighborhood Historic District Design Guidelines is:

- To provide direction on appropriate restoration/ rehabilitation methods.
- To address the issue of architectural compatibility for infill structures in a historic area.
- To supplement the Ocean Park Design Guidelines by addressing issues specific to historic structures.
- To provide background on the historic character of the neighborhood.
- To supplement the Third Street Neighborhood Historic District Standards contained in the Landmarks Ordinance.



II. DEFINITIONS

The following are some key terms to be familiar with if you are planning a project in the Third Street Neighborhood Historic District.

Certificate of Exemption:

A Certificate of Exemption is issued automatically by the Landmarks Commission Secretary if a building permit is required for work such as interior alterations, new screens, house painting if the color is unchanged, flat concrete work in the side and rear yards, and general maintenance if it does not change the site's existing appearance.

Certificate of Administrative Approval:

A Certificate of Administrative Approval is issued by the Landmarks Commission Secretary, or by the Landmarks Commission on appeal, for work such as retaining walls, new windows or doors, skylights, removal of mature trees if specifically identified in a Landscape Survey adopted by the Landmarks Commission, removal, demolition, addition or alteration to front yard fences and front yard paving.

Certificate of Appropriateness:

A Certificate of Appropriateness is issued by the

Landmarks Commission following a public hearing for major work such as surfacing and resurfacing of exterior walls, removal, demolition, addition, or alteration to the exterior of a structure, and construction of new buildings within the district.

Citizen Participation Committee:

This is a committee appointed by the Landmarks Commission. The purpose of the committee is to facilitate neighborhood input on projects in the district, meet with project applicants if requested, schedule neighborhood meetings to review and discuss projects in the district, and to represent the neighborhood at Landmarks Commission meetings.

Contributing Structure:

Contributing structures include all structures in the district built in 1935 or earlier.

Non-Contributing Structure:

Non-contributing structures are all buildings in the district built after 1935 as well as vacant parcels.

III. APPLICATION PROCESS

The following briefly summarizes the review and approval process for Certificate applications.

For all projects, if a Zoning Administrator Administrative Approval is required, this must be obtained prior to review of any Certificate application. If a discretionary approval by the Planning Commission is required the applicant must first obtain a Conceptual Review by the Landmarks Commission. The Certificate application is not filed until after the Planning Commission review of the project.

Certificate of Exemption and Certificate of Administrative Approval:

- For a Certificate of Administrative Approval only, the property shall be posted with notice of pending application prior to application filing.
- Application filed.
- Application deemed complete within 30 days of filing.

- Determination issued within 30 days of application being deemed complete.

Certificate of Appropriateness and Certificate of Economic Hardship:

- The property shall be posted with notice of pending application prior to application filing.
- Application filed.
- Application deemed complete within 30 days of filing.
- Landmarks Commission public hearing occurs within 45 days application being deemed complete.
- Landmarks Commission determination shall occur within 6 months of the initial public hearing, or up to one year if the project requires an Environmental Impact Report.

IV. DISTRICT DESCRIPTION AND CHARACTER

The Third Street Neighborhood Historic District is located between Ocean Park Boulevard and Hill Street and includes Third Street, Second Street and Beach Street. A map of the district is shown in Figure A. The district is characterized by low scale, turn of the century, residential structures. The majority of buildings are California bungalows, however, the district also contains examples of Victorian, American Colonial Revival, and Spanish Colonial Revival architectural styles. It is the intent of these guidelines to encourage compatibility with this neighborhood character. The maintenance of existing open space and the maximizing of landscape opportunities is also a priority.

The district contains two individually designated City landmarks and is in close proximity to many of the Ocean Park area landmarks. The Moses Hostetter House (2601 Second Street) and the First Methodist Episcopal Church (2621 Second Street) are both located within the district. Other nearby landmarks are the Ocean Park Library (2601 Main Street), the First Roy Jones House (2620 Main Street), the Parkhurst Building (185

Pier Avenue), Horatio West Court (140 Hollister Avenue), the John and Anna George House (2424 Fourth Street), and Hollister Court (2402 Fourth Street and 2401 Third Street).

The Third Street Neighborhood Historic District, which is complemented by the surrounding historic resources, is a visual representation of early Santa Monica residential neighborhoods. It contains 29 bungalows constructed between 1903 and 1915, a Victorian farmhouse constructed circa 1880, and three churches, the First Methodist Episcopal Church built in 1875 and moved to its current site at 2621 Second Street in 1899 and now used as a residence, the First Baptist Church built in 1916 at 2701 Second Street and now the Iglesia Asambleas de Dios, and the Church in Ocean Park built in 1923 at 2639 Second Street. A Spanish Colonial Revival bungalow court located at the north east corner of Second and Beach Streets was built in 1923, and the most recently constructed contributing structure in the district, a one story Spanish Colonial Revival apartment building at the north west corner of Third and Beach Streets was built circa 1935.

V. DISTRICT ARCHITECTURAL STYLES

Appendix A contains an architectural style guide to the Ocean Park area. The following are examples of particular architectural styles found in the Third Street Neighborhood Historic District.



American Colonial Revival
2640 Third Street

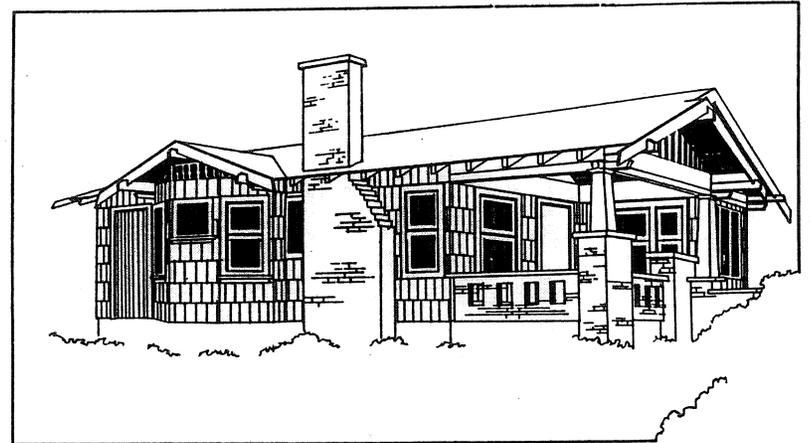
Victorian
2601 Second Street



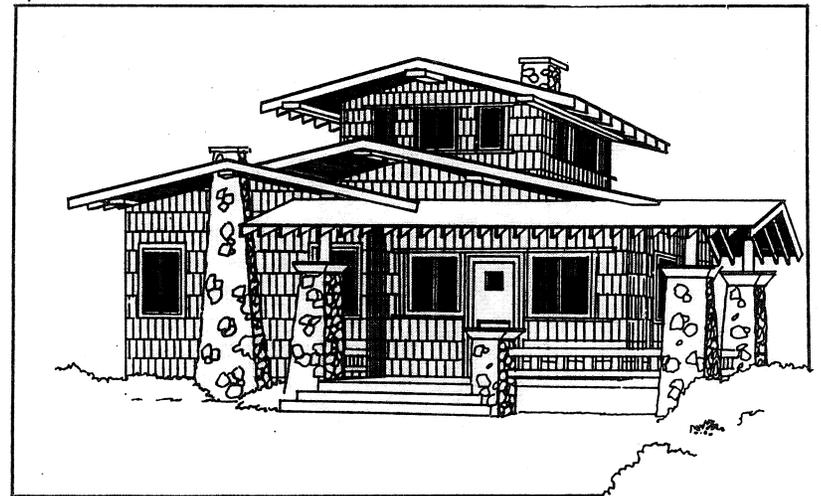
Victorian
237 Beach Street



Craftsman
2602 Third Street



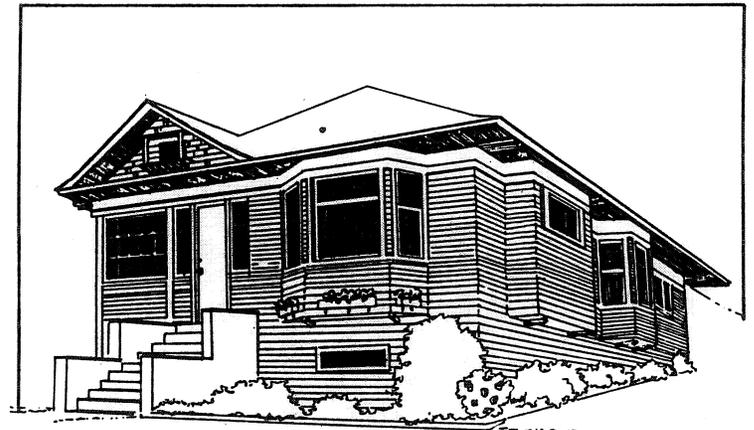
Craftsman
2544 Third Street

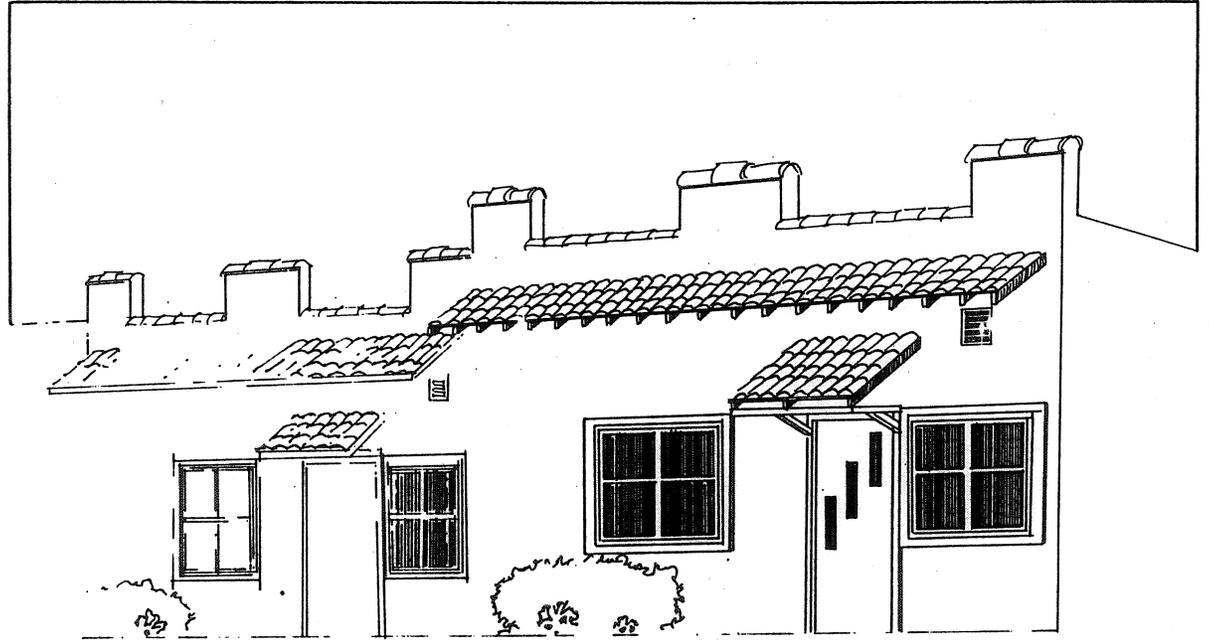


California Bungalow
2608 Third Street



California Bungalow
2547 Third Street





Spanish Colonial Revival •
227-233 Beach Street

VI. RESTORATION, REHABILITATION OR ADDITIONS TO CONTRIBUTING BUILDINGS

Each contributing structure in the Third Street Neighborhood Historic District reflects the history of the neighborhood, its attitudes, the technology of the time, and the spirit of the era in which it was built. This spirit is embodied in the design, craftsmanship and materials used in each building. Individual structures have their own unique personality while, at the same time, contribute to the historic neighborhood as a whole.

All houses evolve over time. As people and their needs change, the buildings they live in change. One of the purposes of the historic district designation is to protect those structural and decorative details of the neighborhood's buildings which create the area's historic character, while still allowing change to occur.

The decision whether to pursue an ambitious restoration or to simply rehabilitate a structure is left to the individual property owner. However, for any project the maintenance of the building's architectural integrity is required. It helps to

think of the building as a whole, a single unit with no removable parts.

Restoration:

Restoration is returning a building to its condition in a specific period of time. All elements of the building are restored based on research of the period and the particular history of the structure.

Rehabilitation:

Rehabilitation is taking corrective measures to maintain the structure's livability. One aspect of rehabilitation is the preservation and retention of important existing historic elements.

Additions:

Additions are adding square footage to the existing structure. This may be needed to accommodate the occupant's changing needs. In designing this addition be sure to keep in mind its relationship to the existing contributing structure, its relationship to the streetscape, and to neighboring contributing structures.

Any new construction should be compatible with the massing, size, scale and architectural features of the contributing structure but should be clearly differentiated from the historic building. This is so the new structure does not become confused with the original structure over time, creating a false historicism.



Key Design Issues

To ensure that a project is a sensitive restoration or rehabilitation, one that preserves and enhances rather than diminishes the building's character, start by identifying the key features which give the building its visual character. Consider the following:

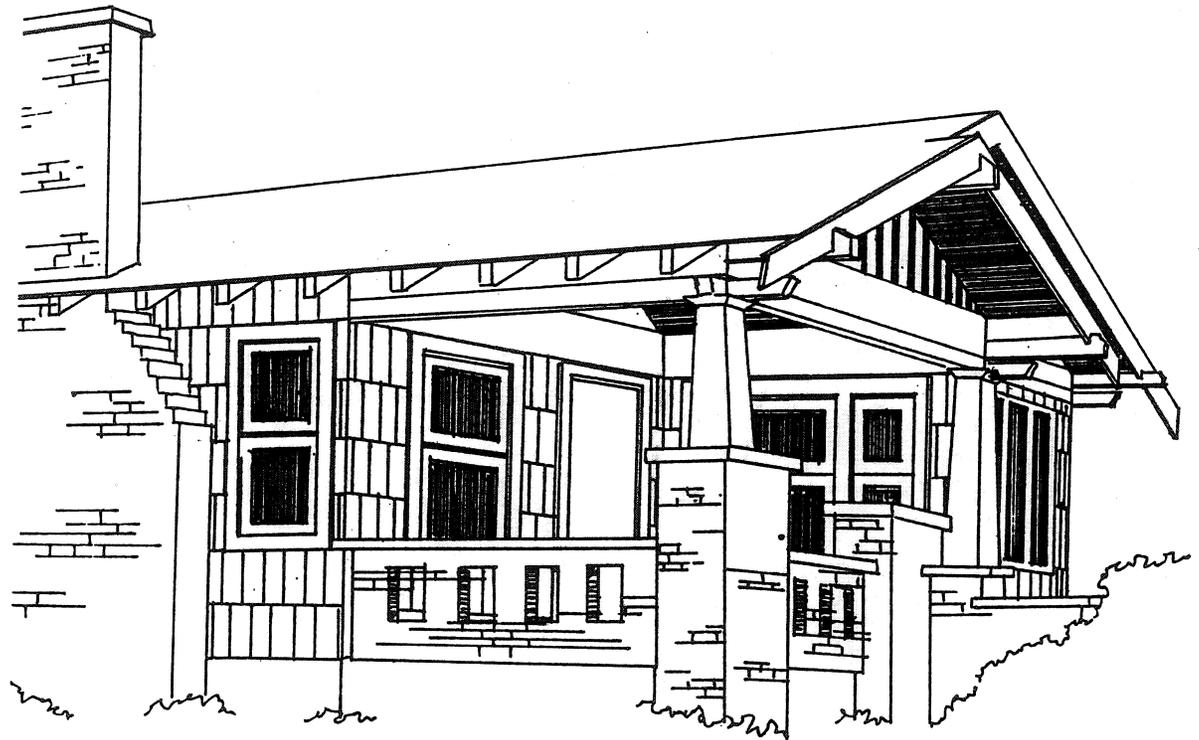
- Identify the pattern of doors and windows. Windows contribute significantly to the character of a house. New windows in an old house usually stand out as a highly visible alteration incompatible with the building's historic architectural appearance.
- Study the distribution of volumes, also referred to as the building massing.
- Identify the shape and style of the building roof line. Since roofs wear out more quickly than other parts of a house they are repaired more often. Changes to the roof can drastically change the appearance of the house.
- Consider the various exterior siding materials,

such as shingle, clapboard, or stucco; notice if the foundation is brick or concrete; select building colors which are compatible with the overall character of the district.

- Notice particular design elements such as front porches, entrances, exterior stairs and dormers. Removal or alteration of these features can dramatically change the

appearance of the house.

In addition, keep in mind that it is preferable to retain, repair or modify historic elements rather than to replace or remove them. If a feature is to be reconstructed, look for historical physical and pictorial evidence, rather than conjecture, as the basis for the element's design. Do not try to create a false sense of historical development.



VII. NEWCONSTRUCTION, ADDITIONS AND ARCHITECTURAL COMPATIBILITY

These guidelines are given as suggested direction for the project applicant in approaching the design of a new project or an addition to an existing structure in the Third Street Neighborhood Historic District. The problem of making design harmonious with the neighborhood's existing conditions while not completely limiting the creative act of design is no small challenge. These guidelines are written with the hope that the design professional will find an appropriate balance between conformity and creativity.

There are two different approaches to the problem of inserting a new structure into a historic district. The first concerns small scale additions or modifications to existing structures, the second concerns new freestanding buildings replacing noncontributing structures.

Additions

- Maintain similar proportions of existing elements in new elements.

- Heights of new elements at the rear or side of the building should be similar to or less than the existing elements.
- Scale, massing, and volume of the addition should be complimentary to the existing building.
- Clear distinctions should be made between existing conditions and new construction so that the additions or changes are easily discernible from the historic building. This is to allow for easy identification of the new and this original, and to avoid a nostalgic reproduction of historical styles. This is a delicate matter which must be considered along with the desire for compatibility. There are various strategies which can be followed depending on the size of the house and the relative size of the addition.
- Consider the location of the building on the property in relation to the slope of the site.

- Where possible, make horizontal alignments of existing and new doors, windows, and design features such as molding trim.

Second Floor Additions

- Where possible, set back the new facade from the existing front facade.
- Large scale elements such as the roof line, overhanging eaves, window proportions, exterior materials, should be similar to the existing structure. Small details should be subtly different from the existing.

Strategies for Large Additions

Make a transitional zone between the existing and new construction. This can be achieved through one or more of the following:

- Change of plane
- Change of material
- Change of height or a roof break

Strategies for Small Additions

- Change of plane

- Change of height or roof type/direction/ orientation

New Construction

The scale, massing, style, and materials used for new structures can significantly impact the overall character of a historic neighborhood. New buildings should be carefully designed to complement and not overwhelm the surrounding historic buildings.

- Use exterior materials traditionally found in the Third Street neighborhood, such as wood and stucco.
- Maintain setbacks, heights, and overall building shapes that are similar to surrounding contributing buildings in the historic district.
- Use windows and architectural details at the street level to create a pedestrian scale and a “neighbor-friendly” character.
- Include a clearly defined main entrance that is oriented toward the street. Parking should be at the rear of the property.

VIII. LANDSCAPE SURVEY

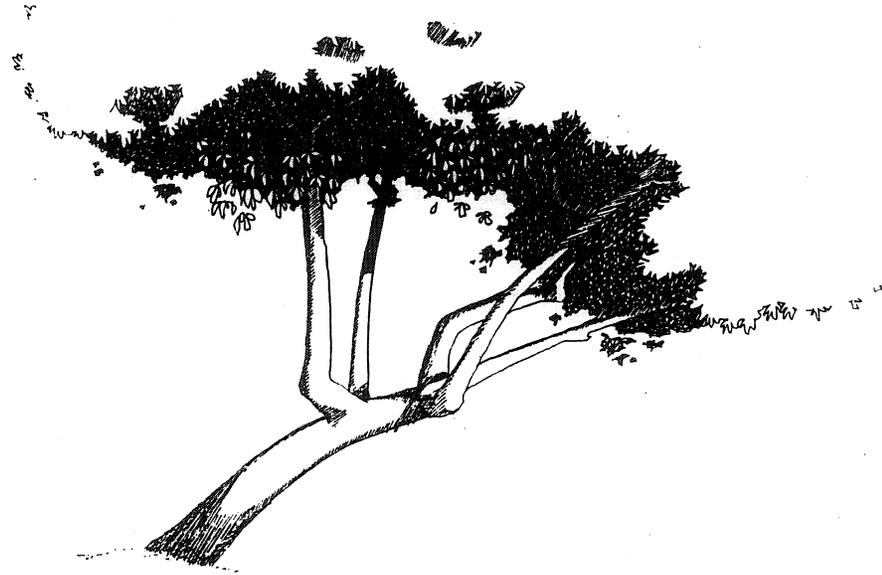
The following is a list of mature trees located in the historic district that must obtain the approval of a Certificate of Administrative Approval prior to removal.

Address	Common Name	Botanical Name			
			(2)	Lemon Scented Gum	<i>Eucalyptus citriodora</i>
2628	Date Palm				<i>Phoenix canariensis</i>
2618	Norfolk Island Pine				<i>Araucaria heterophylla</i>
Second Street			Beach Street		
2701	Mexican Fan Palm	<i>Washingtoniarobusta</i>	Street Trees	Primrose Trees	<i>Lagunaria patersonii</i>
2639			Third Street		
	1) Victorian Box	<i>Pittosporum undulatum</i>	2551	Rusty Leaf Fig	<i>Ficus rubiginosa</i>
	(2) Date Palm	<i>Phoenix canariensis</i>	2553	Date Palm	<i>Phoenix canariensis</i>
	(3) Rubber Tree	<i>Ficus elastica</i>	2607-09	Avocado	Avocado
2621	Sycamore	<i>Plantanus racemosa</i>	2612	Silver Dollar Gum	<i>Eucalyptus polyanthemos</i>
2650	Norfolk Island Palm	<i>Araucaria heterophylla</i>	2616-18	Pomegranate	<i>Punica granatum</i>
2638	Mexican Fan Palm	<i>Washingtoniarobusta</i>	2623	Norfolk Island Palm	<i>Araucaria heterophylla</i>
2601	(1) Date Palm	<i>Phoenix canariensis</i>			

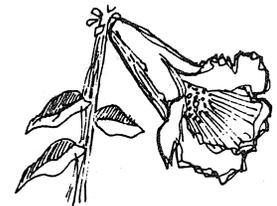


Victorian Box
Pittosporum undulatum

Avocado
Avocado

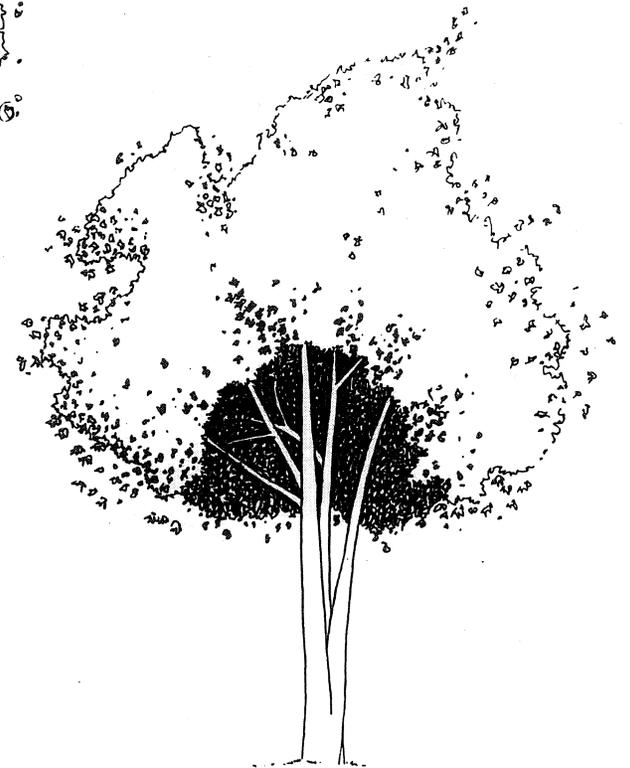


Pomegranate
Pomegranate

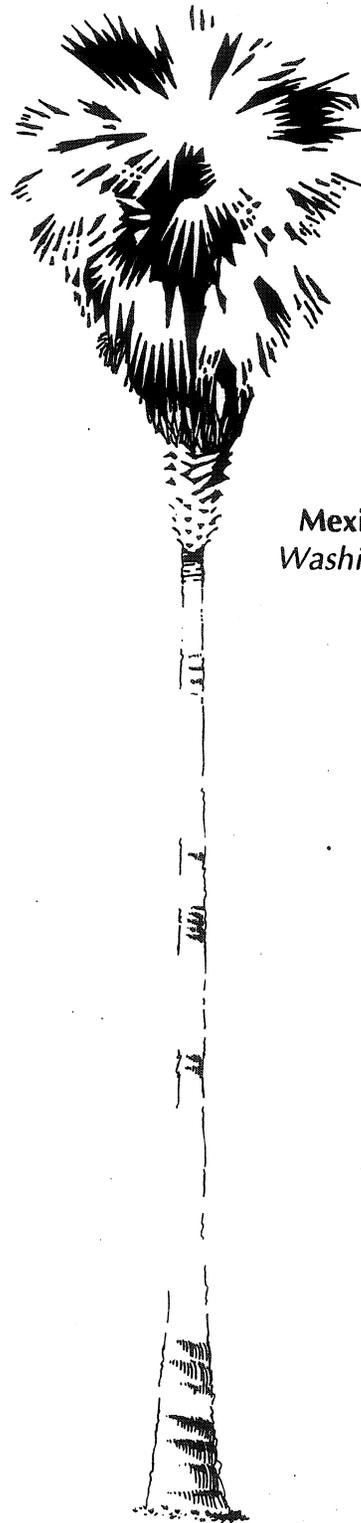




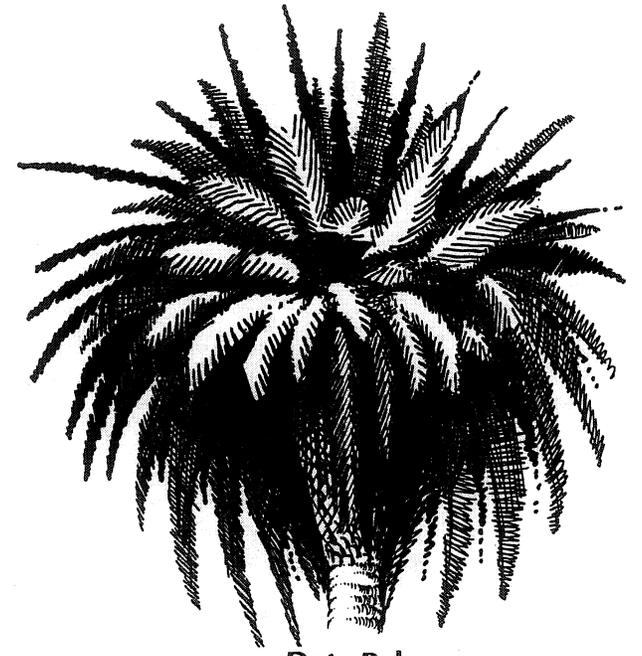
Silver Dollar Gum
Eucalyptus



Primrose Tree
Lagunaria patersonii



Mexican Fan Palm
Washingtonia robusta



Date Palm
Phoenix canariensis

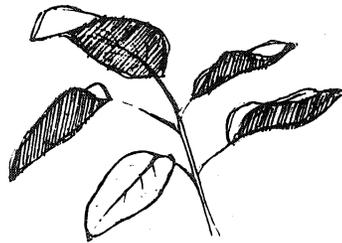


Canary Island Palm
Phoenix canariensis



Norfolk Island Palm
Araucaria

Rustyleaf Fig
Ficus rubiginosa



IX. REFERENCES

There are many good publications that provide detailed information on rehabilitation. Some of these publications are available at the Santa Monica Public Library and the City's Program and Policy Development Department.

It is suggested that you review these publications before beginning your project.

The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. United States Department of the Interior, 1990.

The Historic District Application for the Third Street Neighborhood Historic District. This application provides a neighborhood history in Volume II and descriptions and photographs of the individual properties in Volume III.

There are several other good sources for more information on architectural styles:

A Field Guide to American Houses by Virginia and Lee McAlester (New York: Knopf, 1984).

Identifying American Architecture: A Pictorial Guide to Styles and Terms, 1600-1945 by John J. G. Blumenson (Nashville: AASLH, 1981).

What Style Is It? A Guide to American Architecture by John Poppeliers, S. Allen Chambers and Nancy B. Schwartz (Washington, D.C.: Preservation Press, 1984).

The following is a good source for information about planning a rehabilitation project and for specifics on elements such as foundations, porches, stairs, sheathing, windows, doors, roofs, ornamentation and paint is:

Rehab Right: How to Rehabilitate Your Oakland House Without Sacrificing Architectural Assets by the City of Oakland Planning Department (City of Oakland, 1978).



**CITY OF SANTA MONICA – CITY PLANNING DIVISION
LANDMARKS COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

- Landmark Historic District Contributing Structure
 Non-contributing Structure

This part to be completed by City staff

L.C. Case No.: _____

Received By: _____

Date Submitted: _____

Applications must be submitted at the City Planning public counter, Room 111 at City Hall. City Hall is located at 1685 Main Street, Santa Monica, CA 90401. If you have any questions regarding completing this application, you may call City Planning at (310) 458-8341.

GENERAL INFORMATION	PROJECT ADDRESS: _____	NOTES TO APPLICANT <i>Please complete all applicable sections of this application and submit all required materials. Incomplete applications will not be accepted for filing.</i> <i>Landmarks Commission meets on the second Monday of each month.</i> <i>The applicant, representative, or legal owner familiar with the project must be present at the Landmarks Commission meeting.</i> <i>A decision on a project is rendered at the hearing. The Landmarks Commission may approve, conditionally approve, or deny an application.</i> <i>All decisions by the Landmarks Commission are subject to a 10-day appeal period. An official appeal form and fee schedule is available at the City Planning Division Public Counter. Appealed projects will be scheduled for a hearing before the City Council.</i>
	Land Use Element District: _____ Zoning District: _____	
	Assessor Parcel: _____ - _____ Lot Size: _____	
	APPLICANT	
	Name: _____	
	Address: _____ Zip: _____	
	Phone: _____ Fax: _____	
	Email: _____	
	CONTACT PERSON (if different) (Note: All correspondence will be sent to the applicant)	
	Name: _____	
Address: _____ Zip: _____		
Phone: _____ Fax: _____		
Email: _____		
Relation to Applicant: _____		
PROPERTY OWNER		
Name: _____		
Address: _____ Zip: _____		
Phone: _____ Fax: _____		
Property Owner's Signature: _____ Date: _____		
PROPOSED WORK: (Please include information on ALL materials and colors)		

BACKGROUND INFORMATION

Existing use(s) of site: _____

Rent control status: _____

Existing Condition: Excellent Good Fair Deteriorated Ruins

APPLICATION REQUIREMENTS

COPY OF ANY REQUIRED PLANNING PERMITS

NINE (9) SETS OF LABELED COLOR PHOTOGRAPHS ON 8½" x 11" STOCK PAPER
(Show subject and adjacent properties including properties located across and alley or street. Color photocopies are acceptable.) **Thirteen (13) Set are required for Third Street Neighborhood Historic District Applications**

NINE (9) COLLATED SETS OF APPLICATION MATERIALS. Thirteen (13) Set are required for Third Street Neighborhood Historic District Applications

Architectural Plans Scale 1/8" or 1/4"; 8.5" x 11" to 24" x 36" Sheets (**11" x 17" Preferred**)

- **Elevations** (Complete elevations of each side of the existing building and separate elevations showing all proposed changes. Please include information such as exterior building materials, doors, fenestration, and design details.)
- **Demolition Plans**
- **Project Site Location Map**

300-ft radius map and certified list of property owners and tenants. Please see pages 3-4.

For Staff Approval Certificates of Appropriateness Only:

THREE (3) SETS OF LABELED COLOR PHOTOGRAPHS AS DESCRIBED ABOVE.

THREE (3) COLLATED SETS OF COMPLETE ARCHITECTURAL PLANS AS DESCRIBED ABOVE.

For Third Street Neighborhood Historic District Applications Only:

Photograph of Notice of Pending Application Sign

A photograph verifying that the notice of the pending application has been posted on the property. This notice must be continuously posted until the appeal period has expired or a decision on the appeal has been rendered. Notice must be clearly posted at the front of the property and must be a minimum of 4' x 3' in size. Please see page 5.

Written verification that the applicant has met with the Third Street Neighborhood Citizen Participation Committee (CPC) to discuss the project. Please contact staff for the current list of members. This Certificate of Appropriateness Application package will also be sent to CPC members after filing.

I hereby certify that the information contained in this application is correct to the best of my knowledge and that this application is made with the knowledge and consent of the property owner.

Applicant's Name (PRINT) Applicant's Signature Date

Driver's License Number: _____ State: _____ Exp. Date: _____

NOTES TO APPLICANT

For more information, please refer to SMMC Section 9.36.170 as amended by Ordinance #2064 (CCS).

All applicants are encouraged to contact and describe the subject application to adjacent property owners and tenants prior to submittal.



**CITY OF SANTA MONICA
CITY PLANNING DIVISION**

**REQUIREMENTS FOR RADIUS MAP AND CERTIFIED LIST OF
PROPERTY OWNERS & TENANTS**

When submitting an application for a Variance, Reduced Parking Permit, Conditional Use Permit, Development Review, Tentative Subdivision Map, some types of Performance Standards, Landmark Designation, Certificate of Appropriateness, and Certificate of Economic Hardship, the application must supply:

1. A certified list of property owners and tenants units within the required radius of the project,
2. Two sets of self-adhesive mailing labels with the names and addresses of the owners and the addresses of tenants within the required radius, and
3. A radius map.

The applicant shall use an approved base map (provided by the City Planning Division) when making a radius map. On the map the applicant shall inscribe a 100', 300' or 500' radius (depending on the type of application) from the exterior boundaries of the subject lot or parcel (see reverse side for sample map). Any application for a Conditional Use Permit, Development Review, General Plan Amendment, Zoning Ordinance Text Amendment, or Districting Map Amendment requires a 500' radius. Applications for a Variance, Tentative Subdivision Map, Reduced Parking Permit, Landmark Designation, Certificate of Appropriateness and Certificate of Economic Hardship require a 300' radius. Some types of Performance Standards Permits require a 100' radius. Applications for Historic District Designation require notification of property owners within the district as well as within a 300' radius of the district boundaries.

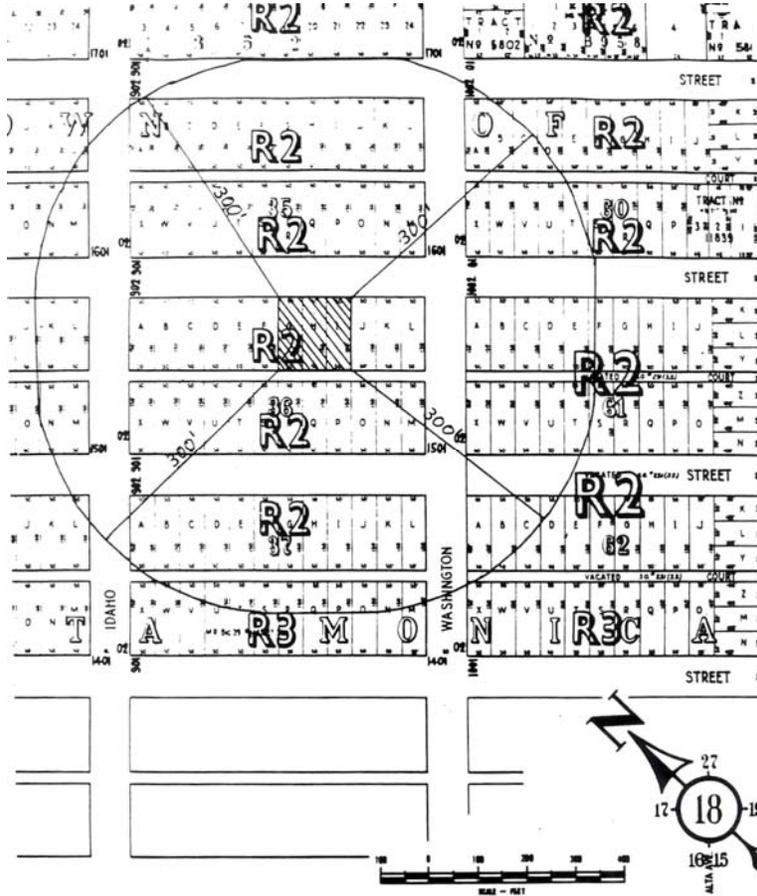
THE LABELS MUST BE TYPED ON STANDARD 8½" X 11" SELF-ADHESIVE LABEL SHEETS CONTAINING THREE COLUMNS OF ELEVEN (11) LABELS EACH.

Property owner data can be obtained from the records of the COUNTY ASSESSORS OFFICE 1444 9th St. Santa Monica, CA 90401 (310) 458-5134

All parcels within or partially within the required radius must be listed. The certified list shall be typewritten and shall be presented as shown in the following sample. The certification form at the bottom of this sheet must be signed and attached to the end of the list.

(SAMPLE)

<u>LOT</u>	<u>BLOCK</u>	<u>TRACT</u>	<u>OWNER'S NAME AND MAILING ADDRESS</u>	<u>PROPERTY ADDRESS w/ TENANT UNIT #'S</u>
1	N/A	#4334	Mr. & Mrs. John Jones 1850 Fremont Blvd. Stanford, CA 94805	Occupant 1294 Fifth St. #1 Santa Monica, CA 90401
2	2	Artesian	Mr. Saul Vilpern 2000 Policy Dr. Santa Monica, CA 90406	Occupant 590 Santa Monica Blvd. Santa Monica, CA 90401
3	2	Artesian	same	Occupant 590 Santa Monica Blvd. Santa Monica, CA 90401
4	N/A	#5519	CSR Corporation 1000 Broadway New York, NY 10356	1390 Sixth Street (vacant parcel)
etc.				



The diagram above is an example of a radius map showing all parcels within of the subject property. All parcels wholly or partially located within the radius must be included in the mailing list. Maps are available for purchase at the public Planning Counter or from the Los Angeles County Recorder's Office.

APPLICANT INFORMATION

Tract Number: _____
 Street Address: _____
 Applicant: _____

<p><u>OFFICIAL USE:</u></p> <p>Case No. _____</p> <p>Zone _____</p> <p>Date _____</p> <p>Public Hearing Date _____</p>

I HEREBY CERTIFY, under penalty of perjury, that to the best of my knowledge the attached Radius Map correctly depicts the required radius and the Ownership List correctly shows the latest names and addresses of the property owners as of _____ (date). I further certify that to the best of my knowledge the list correctly indicates the unit numbers and street addresses of the tenants within the area as of _____ (date).

 Applicant signature

 Printed or typed name

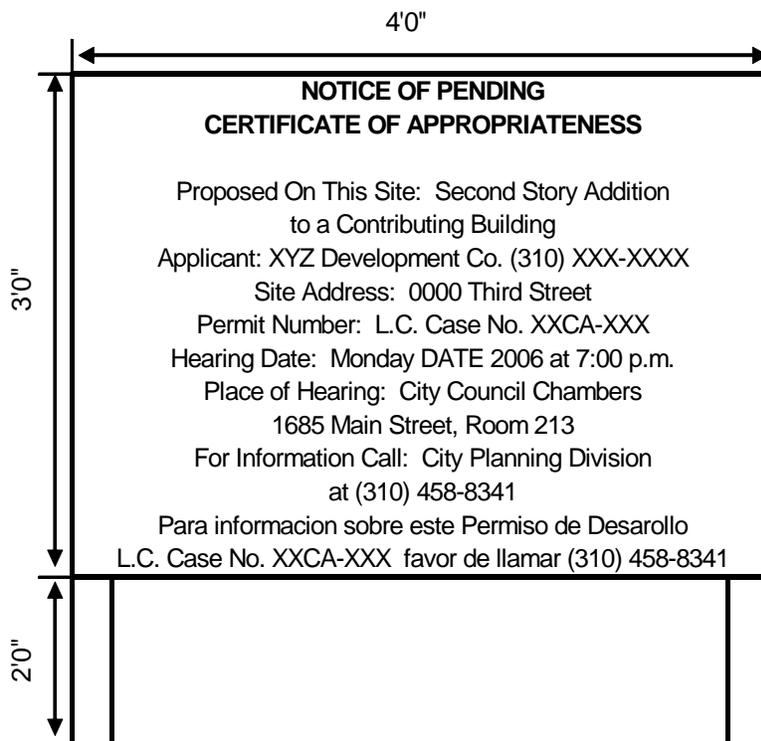
SIGN POSTING REQUIREMENTS

For Application in the Third Street Neighborhood Historic District Only

The property shall be posted with a sign prior to filing the application. When the application is filed, the applicant must submit two photographs of the sign to verify its posting. One photograph must clearly show the sign text. The second photograph must show the location of the sign on the property. At least ten days prior to the public hearing date, the applicant must submit another photograph to verify that the project case number and the public hearing date have been correctly posted on the sign. Failure to submit this photograph shall be cause for the continuance of the hearing. The applicant shall also submit to the Zoning Administrator an affidavit verifying that the sign was posted on the site. Failure to post the sign, required information or conform to placement or graphic standards will result in delay of the application.

The posting affidavit must be returned to the City Planning Division. The sign shall conform to the following requirements:

1. Size: Shall be twelve (12) square feet in sign area (generally three feet by four feet).
2. Height: Shall not exceed eight (8) feet from ground level.
3. Location: Not less than one (1) foot nor more than ten (10) feet inside the property line, in an area most visible to the public. Signs may be attached to a building at zero setback if none exists.
4. The sign shall not be illuminated.
5. Only one such sign may be displayed per street frontage unless otherwise permitted by the Building Officer.
6. The sign shall include only the following factual information:
 - a. Title: **NOTICE OF PENDING CERTIFICATE OF APPROPRIATENESS**
 - b. Landmarks Commission case number: (e.g. **L.C. Case No. 07CA-001**) To be inserted after application is filed.
 - c. Brief explanation of the request: (e.g. Proposed Second Story Addition to a Contributing Building OR Proposed Demolition of Rear Balcony on Second Floor; do not use descriptive words such as "luxurious", "elegant", etc.)
 - d. Name and telephone number of project proponent
 - e. Location of property
 - f. Permit number
 - g. Date, time, and location of public hearing to be inserted when hearing date has been sent. **If the hearing date is changed, the new hearing date must be marked on the sign.** Dates shall be changed for items appealed to the Planning Commission. The applicant is responsible for proper posting of the site.
 - h. City Planning Division phone number: (310) 458-8341
7. **The lettering style shall be a standard typeface (Helvetica or similar).** The lettering size shall be 2-inch capital letters for the title and project case number. All other letters shall be 1 inch in size and may be either capitals or upper and lower case. **All letters shall be black upon a white background.**
8. The signs shall remain in place until after the 10 day appeal period has passed following a final decision by the Landmarks Commission. If an appeal is filed, the sign shall remain in place, with the new hearing date noted, until the final decision by the Planning Commission. The sign shall be removed with ten (10) days of either the end of the appeal period or the final decision of the Planning Commission, whichever applies.





**CITY OF SANTA MONICA – CITY PLANNING DIVISION
LANDMARKS COMMISSION APPLICATION
THIRD STREET NEIGHBORHOOD HISTORIC DISTRICT**

Certificate of Administrative Approval **Certificate of Exemption**

This part to be completed by City staff

L.C. Case No.: _____

Received By: _____

Date Submitted: _____

Applications must be submitted at the City Planning public counter, Room 111 at City Hall. City Hall is located at 1685 Main Street, Santa Monica, CA 90401. If you have any questions completing this application you may call City Planning at (310) 458-8341.

GENERAL INFORMATION	PROJECT ADDRESS: _____	NOTES TO APPLICANT <i>Please complete all applicable sections of this application and submit all required materials. Incomplete applications will not be accepted for filing.</i> <i>For more information, please refer to SMMC Sections 9.40.020 and 9.40.030.</i>
	Land Use Element District: _____ Zoning District: _____	
	Assessor Parcel: _____ - _____ Lot Size: _____	
	APPLICANT	
	Name: _____	
	Address: _____ Zip: _____	
	Phone: _____ Fax: _____	
	Email: _____	
	CONTACT PERSON (if different) (Note: All correspondence will be sent to the applicant)	
	Name: _____	
Address: _____ Zip: _____		
Phone: _____ Fax: _____		
Email: _____		
Relation to Applicant: _____		
PROPERTY OWNER		
Name: _____		
Address: _____ Zip: _____		
Phone: _____ Fax: _____		
BACKGROUND INFORMATION		
Existing use(s) of site: _____		
Rent control status: _____		
Status: <input type="checkbox"/> Contributing Structure <input type="checkbox"/> Non-contributing Structure		
Condition: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Deteriorated <input type="checkbox"/> Ruins		
Description of Proposed Work: _____		

NOTES TO APPLICANT

All applicants are encouraged to contact and describe the subject application to adjacent property owners and tenants prior to submittal.

City Staff shall provide a copy of all Certificate of Administrative Approval and Certificate of Exemption determinations to the Third Street Neighborhood Historic District Citizen Participation Committee.

All decisions by the Landmarks Secretary on Certificates of Administrative Approval are subject to a 14-day appeal period. An official appeal form and fee schedule is available at the City Planning Division Public Counter. Appealed projects will be scheduled for a hearing before the Landmarks Commission.

SKETCH MAP:

In the space below, draw a sketch showing the location of the proposed site or structure. Label streets and roads and show distance from nearest major intersection. Please also show a north arrow on the map.

APPLICATION REQUIREMENTS

- Completed application and Payment of fee**
- Two (2) sets of labeled and mounted Color Photographs of subject property on 8½"x11" paper** (Color photocopies are acceptable)
- Two (2) sets of Architectural drawings**
Drawings shall be no smaller than 8.5" x 11" and no greater than 24"x36", folded not to exceed 8½" x 14". Each set should include both proposed and existing plans, elevations and sections, drawn to 1/8"=1'-0" or 1/4"=1'-0" scale, unless otherwise approved by the Staff Liaison prior to submittal. These drawings should also include complete elevations of each side of the existing building and separate elevations showing all proposed changes. Please include information such as exterior building materials, doors, fenestration, and design details.
- Any information you feel would be of assistance in reviewing the application**

For Certificate of Administrative Approval Only:

- Photographs of Notice of Pending Application Sign**
A photograph verifying that the notice of the pending application has been posted on the property. This notice must be continuously posted until the appeal period has expired or a decision on the appeal has been rendered. Notice must be clearly posted at the front of the property and must be a minimum of 4' x 3' in size. See Page 3.

I hereby certify that the information contained in this application is correct to the best of my knowledge and that this application is made with the knowledge and consent of the property owner.

 Applicant's Name (PRINT) Applicant's Signature Date

Driver's License Number: _____ State: _____ Exp. Date: _____

SIGN POSTING REQUIREMENTS
For Application for the Certificate of Administrative Approval Only

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4. The sign shall not be illuminated.
5. Only one such sign may be displayed per street frontage unless otherwise permitted by the Building Officer.
6. The sign shall include only the following factual information:
 - a. Title: **NOTICE OF PENDING CERTIFICATE OF ADMINISTRATIVE APPROVAL**
 - b. Landmarks Commission case number: (e.g. **L.C. Case No. 03CAA-001**) To be inserted after application is filed.
 - c. Brief explanation of the request: (e.g. Proposed Second Story Addition to a Contributing Building OR Proposed Demolition of Rear Balcony on Second Floor; do not use descriptive words such as "luxurious", "elegant", etc.)
 - d. Name and telephone number of project proponent
 - e. Location of property
 - f. Permit number
 - g. Date, time, and location of public hearing to be inserted when hearing date has been sent. **If the hearing date is changed, the new hearing date must be marked on the sign.** Dates shall be changed for items appealed to the Planning Commission. The applicant is responsible for proper posting of the site.
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**Third Street Neighborhood Historic District
Citizen Participation Committee Members (CPC)**

Appointed March 2007

Mr. Lawrence Graber
2603 Third Street #2
Santa Monica, CA 90405

Ms. Maria Godfrey
2603 Third Street #4
Santa Monica, CA 90405

Ms. Deborah Levin
2402 Fourth Street #6
Santa Monica, CA 90405

Ms. Nina Fresco, Landmarks Commission Liaison
freddyca@adelphia.net

******Applicants requesting Certificates of Appropriateness for projects in the Third Street Neighborhood Historic District are required to provide written verification that they have met with the CPC prior to filing an application with the City Planning Division******