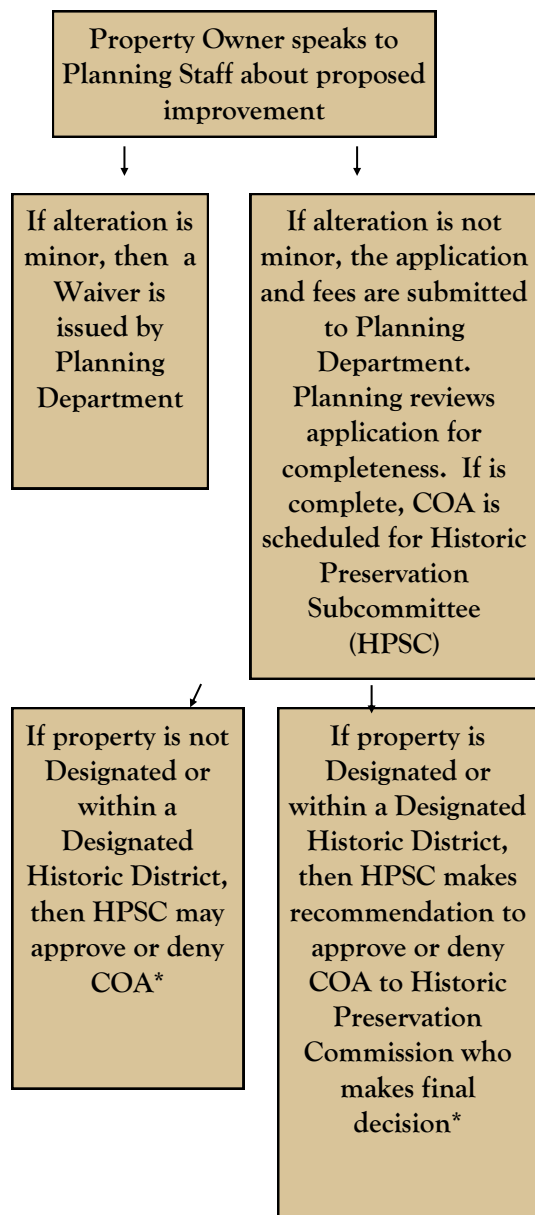


Overview of Certificate of Appropriateness and Waiver Process



* Decision may be appealed

CERTIFICATE OF APPROPRIATENESS & WAIVERS



Informational Resources:

City of Ontario

www.ontarioca.gov

National Park Service

Secretary of Interior Standards for the Treatment of Historic Properties

www.nps.gov/tps/standards.htm

Office of Historic Preservation

<http://ohp.parks.ca.gov/>

Other Handouts in This Series:

- Mills Act Contract
- Historic Landmark Designation
- Historic Plaques
- Window Replacement Design Review & Process



City of
Ontario
Planning
Department

April 2016

CERTIFICATE OF APPROPRIATENESS & WAIVERS

A Certificate of Appropriateness (COA) or a Waiver is required for all exterior work on a historic structure, building, or site including:

- Alteration, addition, restoration, rehabilitation, remodeling or relocation of a Historical Resource.
- For any work to the exterior of any non-contributing resource in a Historic District.
- Infill development within a Historic District.

The COA or Waiver is required even if no other permits (including Building Permits) are required.

A Waiver may be issued by the Planning Department for minor alterations that result in no change in materials or appearance as defined in Ontario Development Code Section 4.02.050. All other alterations require the issuance of a COA which will ensure the alterations are appropriate to the character of the historic resource. COAs are issued by the Historic Preservation Commission (for Designated Properties or those within a Designated Historic District) or Historic Preservation Subcommittee for all other historic properties.

All exterior work to a historic resource must comply with all the provisions of the Ontario Development Code and must meet the Secretary of Interior Standards for Historic Properties.

What kind of things can I get a Waiver for?

The Planning Department may issue a Waiver for the following kind of minor alterations:

- Re-roof with like material (if asphalt shingle is used, it must be a 30-year dimensional shingle)
- Window replacement if the size and window type is the same or appropriate to the architectural style as determined by the Planning Department (if you are not sure, check with the Planning staff before you purchase any windows)
- New fence, wall or landscaping (if with the appropriate materials for the architectural style)
- Wall or monument signs (for commercial buildings)
- Additions less than 650 square feet in area or 50% of the existing original historic building area, whichever is less
- Accessory structures not visible from the public right of way which comply with the Development Code

If I want to alter my historic property, what do I do?

If you are considering alterations to your historic property, contact Historic Preservation staff in the Ontario Planning Department to find out how to proceed. City staff will need you to provide a photograph (digital or hard copy) of the structure and a concept of what alterations are being considered. The concept for the alterations can be in the form of a sketch, a photographic example of what is being considered, or a Specification Sheet (from a manufacturer). If a Waiver is issued, these materials will be kept by the City and attached to the Waiver form. If the proposed alterations do not qualify for a Waiver, then a Certificate of Appropriateness application and fees must be filed.

For more information on Waivers or Certificate of Appropriateness contact:

City of Ontario
Planning Department

303 East B Street
Ontario, CA 91764

Phone: (909) 395-2036