

## **APPLICATION FOR HISTORIC DESIGNATION**

### **Historic Preservation Program**

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City of Ontario Planning Department: 303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

Dear Property Owner,

As you may know, City Council, on the recommendation of the Historic Preservation Commission, has declared over 90 buildings and sites as Historic Landmarks and over 400 as contributing structures in Ontario's eight Historic Districts. It has aided in saving treasured architecture and historically significant structures throughout the City. The Commission is now attempting to increase the awareness of Ontario's historic properties and the benefits of designation. One such benefit is the Mills Act that helps historic landmarks and contributing structures in Historic Districts by providing a reduction in property taxes in exchange for the restoration and maintenance of the property.

To find out if your property meets the criteria of the Historic Preservation Ordinance, you may complete an application form and submit it to the Planning Department. If the City Council declares your site a Historic Landmark, you are eligible to apply for the Mills Act Program. Please refer to the Mills Act Application for further details. Also, note that the Historic Preservation Ordinance provides for review by the Commission of all building permits to alter or demolish an Historic property.

If you have any questions, call the Planning Department (909) 395-2036.

Respectfully,

A handwritten signature in blue ink, appearing to read "RZL".

Rudy Zeledon  
Planning Director

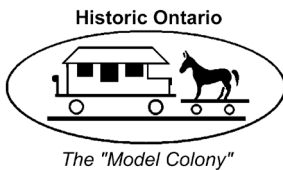
**ATTENTION!**

The City of Ontario strives to provide you with efficient and effective service in a businesslike manner. We are committed to the principle that every interaction you have with the City must be based on honesty and integrity.

City employees are prohibited by law from soliciting or accepting money, services, or gifts of any kind in connection with the discharge of their duties.

If you are approached or are aware of any violation of this policy, please immediately contact any of the following:

Scott Ochoa, City Manager ..... (909) 395-2396 or [sochoa@ontarioca.gov](mailto:sochoa@ontarioca.gov)  
Mike Lorenz, Police Chief ..... (909) 395-2710 or [mlorenz@ontarioca.gov](mailto:mlorenz@ontarioca.gov)  
Ethics Line ..... (800) 500-0333



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## **ONTARIO'S HISTORIC PROPERTIES**

### **Is my property Historic?**

For a property to be considered historic, the property had to be listed on the Ontario Register of Historic Resources prior to September 1, 2003, or surveyed at the intensive level in accordance with the standards set forth by the California Office of Historic Preservation after September 1, 2003, and determined to meet the designation criteria for historic landmarks by the Historic Preservation Subcommittee. These properties are determined to be Eligible Historical Resources. Any area and neighborhood surveyed at the Intensive level in accordance with the standards set forth by the California Office of Historic Preservation and determined to meet the designation criteria for historic districts by the Historic Preservation Subcommittee is determined to be an Eligible Historic District. To find out whether or not your property is on the list, please contact the Planning Department.

### **Historic Landmarks – Can I have my property designated?**

Any property / structure that meets the criteria in the Ontario Development Code (Section 4.02.040) can be designated a Local Historic Landmark. Neighborhoods that meet the criteria can be designated a Local Historic District. The City has already conducted a Historical Resources Survey. Many of the properties are contained on the Ontario Register of Historical Resources. Research on many of these properties has already been conducted. If a property is not on the City's List of Eligible Historical Resources, it can still be designated, if it meets the designation criteria, once the property is surveyed.

### **Historic Districts – Can I have my neighborhood designated?**

Any neighborhood that meets the criteria in the Ontario Development Code (Section 4.02.040) can be designated a Local Historic District. Properties that contribute to the significance of the neighborhood are considered contributing structures and are treated just like a local landmark. Newer structures and those that do not contribute to the significance of the neighborhood are considered non-contributing structures. These properties have more flexibility with alterations but are not eligible for any Historic Preservation incentives. In order for a neighborhood to be designated, a majority of the properties in the proposed district must be contributing structures.

### **What is the designation process?**

All applications are submitted to the Planning Department for review. The Planning Department researches the property, with assistance from the Model Colony Local History Room, to determine the historic significance of the property. A staff report is prepared and taken before the Historic Preservation Subcommittee. The Historic Preservation Subcommittee reviews the application and makes a recommendation to the Historic Preservation Commission. A public hearing is held before the Historic Preservation Commission. Historic Preservation Commission then makes a recommendation to the City Council. City Council holds a public hearing and determines whether to designate the property.

## **THE NATIONAL REGISTER OF HISTORIC PLACES AND THE CALIFORNIA REGISTER OF HISTORIC RESOURCES**

### **What is the California Register of Historic Resources?**

The State Historical Resources Commission has designed this program for use by state and local agencies, private groups and citizens to identify, evaluate, register and protect California's historical resources. The Register is the authoritative guide to the state's significant historical and archeological resources. The California Register program encourages public recognition and protection of resources of architectural, historical, archeological and cultural significance, identifies historical resources for state and local planning purposes, determines eligibility for state historic preservation grant funding and affords certain protections under the California Environmental Quality Act. For a copy of the California Register criteria, please call the Planning Department.

### **What is the National Register of Historic Places?**

Created in 1966 by the National Historic Preservation Act, the National Register is a nationwide inventory of buildings, districts, sites, and objects that are important to the history of a local community, the state or the nation. Importance is based on factors such as architecture, culture, archeology, and associations with famous persons or events. The National Park Service maintains the Register. For a copy of the National Register criteria, please call the Planning Department.

### **What involvement does the City have?**

Although the nomination process is through the State Office of Historic Preservation, as a Certified Local Government, the City of Ontario is consulted regarding any application submitted to the state. The Planning Department staff can assist you in preparation of your application, and review it with the Historic Preservation Commission.

## **FILING REQUIREMENTS**

1. A completed application
2. Pictures of the property and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, TIF, or PSD; provided a list is also submitted with the file name, date the photo was taken, the photographer, and brief description.
3. Copies of historic photos, plans or other information, if available



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#### GENERAL INFORMATION (print or type)

Property Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
 Email: \_\_\_\_\_

Applicant's Representative: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
 Email: \_\_\_\_\_

#### PROPERTY LOCATION (individual properties)

Street Address of Property: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_ Assessor's Parcel No(s): \_\_\_\_\_  
 Precise Legal Description (attach additional sheets if necessary):  
 Tract: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Ownership:  Private  Public  
 Present Use: \_\_\_\_\_ Original Use: \_\_\_\_\_

#### PROPERTY LOCATION (historic districts)

Block Range of Addresses in District: \_\_\_\_\_  
 Number of Properties: \_\_\_\_\_

TO BE COMPLETED BY PLANNING DEPARTMENT STAFF

Historic Preservation Review			Application Processing	
_____ Historic Landmark Designation	_____ Review for Nat. Register	Last Evaluation Date: _____	File No.:	_____
_____ Historic District Designation	_____ Review for Cal. Register	Last Survey Date: _____	Date:	_____
_____ Other: _____			Staff Init:	_____

**APPLICATION FOR HISTORIC DESIGNATION- Historic Preservation Program**

**ARCHITECTURAL DESCRIPTION (Fill in below or complete attached description worksheet):**

Architectural Style (see style guide): \_\_\_\_\_

Description of property: \_\_\_\_\_

**CONSTRUCTION HISTORY AND CONDITION:**

Construction Date: \_\_\_\_\_ Factual: \_\_\_\_\_ Estimated: \_\_\_\_\_

Architect/Designer: \_\_\_\_\_ Builder: \_\_\_\_\_ Contractor: \_\_\_\_\_

Condition:  Excellent  Good  Fair  
 Poor  Deteriorated  Dangerous

Alterations (list all alterations to property): \_\_\_\_\_

Threats to Property:  None Known  Development  Government Project  
 Vandalism  Zoning  Other: \_\_\_\_\_

Is the Structure on its Original Site?  Yes  No  Unknown

If no, date moved? \_\_\_\_\_

**HISTORICAL SIGNIFICANCE:**

Briefly State Historical and/or Architectural Importance (include dates, events, and persons associated with the property):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sources (list books, documents, surveys, personal interviews with dates):

\_\_\_\_\_  
\_\_\_\_\_

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**DESCRIPTION WORK SHEET**

\_\_\_\_\_ **IS A** \_\_\_\_\_ **-STORY,** \_\_\_\_\_  
*Address of property* *number of stories* *architectural style (see style guide)*

\_\_\_\_\_ **PLAN** \_\_\_\_\_ **WITH A** \_\_\_\_\_ **FINISH**  
*plan shape (see chart)* *structure use (residence, etc.)* *Material (wood siding, wood shingles, brick, stucco, etc.)*

**AND** \_\_\_\_\_ **TRIM. IT'S** \_\_\_\_\_ **ROOF IS** \_\_\_\_\_  
*material (wood, metal, etc.)* *roof shape (see chart)* *material (clay tile, asphalt or wood shingles, etc.)*

\_\_\_\_\_ **WINDOWS ARE PART OF THE DESIGN.**  
*window material* *window type (double-hung [slides up & down], casement [opens out], horizontal sliding, etc.)*

**THE ENTRY FEATURES A** \_\_\_\_\_ **DOOR.**  
*door location (recessed, centered, off-center, corner, etc.)* *entry door style (see chart)*

**ADDITIONAL CHARACTER DEFINING ELEMENTS OF THE STRUCTURE ARE** \_\_\_\_\_  
*identify **original features** such as porches (see chart);*

\_\_\_\_\_ *balconies; number and shape of dormers (see chart); number and location of chimneys; shutters;*

\_\_\_\_\_ *secondary finish materials; parapets; metal trim; decorative tile or cast stone; arches; ornamental woodwork;*

\_\_\_\_\_ *symmetry or asymmetry; cornices; friezes; towers or turrets; bay windows; halftimbering; horizontality; verticality;*

\_\_\_\_\_ *formality or informality; garden walls; etc.*

**SECONDARY BUILDINGS CONSIST OF A** \_\_\_\_\_  
*identify garage; garden shelter; etc.*

**SIGNIFICANT INTERIOR SPACES INCLUDE** \_\_\_\_\_  
*identify **ORIGINAL FEATURES** such as wood paneling; moldings and trim;*

\_\_\_\_\_ *special glass windows; ornate ceilings; plaster moldings; light fixtures; painted decoration; ceramic tile; stair balustrades;*

\_\_\_\_\_ *built-in furniture; etc.*

**IMPORTANT LANDSCAPING INCLUDES** \_\_\_\_\_  
*identify notable mature trees and shrubs*

**Refer to Reference "B" of the Ontario Development Code ([www.ontarioca.gov/Planning](http://www.ontarioca.gov/Planning)) for Chart & Style Guide.**

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**APPLICANT AFFIDAVIT**

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STATE OF CALIFORNIA )  
COUNTY OF SAN BERNARDINO ) ss  
CITY OF ONTARIO )

I, \_\_\_\_\_, being duly sworn, depose and say that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof and state that the same is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant Signature

*Note: A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.*

STATE OF CALIFORNIA )  
COUNTY OF SAN BERNARDINO ) ss  
CITY OF ONTARIO )

On \_\_\_\_\_ before me, \_\_\_\_\_,  
(Date) (insert name of Notary Public)

Notary Public, personally appeared \_\_\_\_\_,  
Name(s) of Signer(s)

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that by his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature\_\_\_\_\_

Place Seal Above