



## REGISTER OF STRUCTURES OF HISTORICAL AND ARCHITECTURAL MERIT

### APPLICATION FOR LISTING PROPERTY

**City of Claremont, Community Development Department**  
**207 Harvard Avenue**  
**Claremont, CA 91711**

The Register of Structures of Historical and Architectural Merit of the City of Claremont (Register) is the City's official list of designated historic resources. A complete application provides the City with background information needed to evaluate if a property meets the criteria for listing on the Claremont Register. Note: Resources (buildings and/or other site features) must be 50 years or older to qualify for listing. If less than 50 years, it must be of exceptional importance (see page 7 for details).

The criteria for listing a property in Claremont's Register are established in City Council Resolution No. 98-104. Pursuant to the Historic Preservation Element of the City's General Plan, and as stated in the City's municipal code (section 16.300.020), the Register shall be updated and expanded periodically to include appropriate resources which meet adopted criteria. The Architectural Commission is responsible for adopting additions to the Register pursuant to the procedures set forth by the City Council.

The following application and list of required information must be submitted by the applicant prior to City review of a request for an addition to the Register.

Note: All applicable fees must be paid before the subject property is listed on the local Register.

The following items must be submitted to the Planning Division in order to initiate City review of a Claremont Register application.

#### **PLEASE PROVIDE ALL OF THE FOLLOWING:**

- Completed application
- Preliminary Title Report and/or Grant Deed
- 8 1/2" by 11"-sized site plan or aerial photo of site notated with location of important site features
- Photos of primary residence: include photos of all building facades, additional buildings on property, if any, and landscape features. Include date taken.
- Close up photos of windows, doors, and exterior veneers. Include date taken.

If you have questions regarding any of the requirements, the Planning Division can be contacted at (909) 399-5470.

APPLICATION ATTACHED

Date: \_\_\_\_\_



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#### APPLICANT INFORMATION

Name of Applicant(s):	
Address:	
Phone Number(s):	
Owner(s) of Record: <small>(If different from Applicant)</small>	
Address of Owner: <small>(If different from Applicant)</small>	
Phone Number(s): <small>(If different from Applicant)</small>	

#### PROPERTY INFORMATION

Address:	
Assessor Parcel Number(s):	
Historic Name (if any):	
Present Use:	
Original Use:	

#### CERTIFICATION STATEMENT

I/we certify that I/we are presently the legal owner(s) of the above-described property(ies). Further I/we acknowledge the filing of this application and certify that all the above information is true and accurate and that I/we have familiarized myself/ourselves with the relevant provisions of Claremont code. **(Note: a person acting as agent of the owner of record must attach a notarized letter of authorization from the legal owner.)**

Signature:		Date:	
Signature:		Date:	
Subscribe and sworn to me this _____ day of _____, 20 _____. Signature of City Clerk or Notary Public (seal)			

#### FOR CITY USE ONLY

File Number:	____-RL_____	Date:	
Received By:		Application fee:	\$ 0.00



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## PROPERTY INFORMATION CONTINUED

Year Built (including source):	
Architectural Style:	
Original Architect (if known):	
Original Builder (if known):	
Square Footage (if known):	
If structure has been moved, provide original location and date moved:	

## **PART I - HISTORIC BUILDING RESEARCH**

**(Provide as much information as possible & attach additional sheets as needed.)**

**Property Description:** (Describe the property itself, including number of buildings. Provide a detailed description of the main structure and its character defining features. Describe all exterior features in detail – such as type and style of windows, decorative elements, stonework, etc. Make note of interior features that are original to the property, if any, which help convey its original design or style.)

**Related Features:** (List other important features on the property - e.g. carriage house, garage, out buildings, masonry hardscape, prominent/specimen trees, hitching posts.)

**Alterations including dates of alterations, if known:** (Based on building permits, physical analysis, oral information, and/or newspaper research.)

**List of Past Owners and Occupants, if known:** (Where possible, list (by year) of all the occupants that lived in the home. Using additional references, such as City directories and archived newspapers, determine if any of the occupants were significant in local, regional, or state history. Provide a write-up of persons with civic, local, state, or national significance.)

**References:** (List all references used to complete the historic property information in this application.)



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**Part II Instructions:** In order to qualify for inclusion on the Claremont Register, the proposed resource must meet at least one of the criteria listed below. Please explain how the proposed resource meets one or more of the following criteria. A proposed resource does not need to meet all criteria in order to qualify for the Claremont Register. However, if the proposed resource meets more than one criterion, please include all information in this application. If a criterion does not apply, indicate "Not Applicable". Attach additional pages, if necessary. Identify the source from where the information was obtained and provide copies of any supporting information and documentation with this application. The more thorough research you provide, the better case you will make to list your property. Some or all of this information will potentially be used in Architectural Commission and City Council meetings to approve your property for listing on the Claremont Register.

**PART II – CLAREMONT REGISTER CRITERIA**

**(Provide as much information as possible & attach additional sheets as needed.)**

**Criterion 1: Is the building(s), structure(s), or place(s) including landscaping important key focal or pivotal points in the visual quality or character of an area neighborhood or survey district? If so, please describe:**

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**Criterion 2: Is the structure(s) associated with historic figures? If so, please describe:**

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**Criterion 3: Does the structure(s) represent an architectural type of period and/or represents the work of known architects, draftsmen, or builders? If so, please describe:**

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**Criterion 4: Does the structure(s) illustrate the development of California locally and regionally? If so, please describe:**

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**Criterion 5: Does the building(s) remain in original condition and illustrate a given period? If so, please describe:**

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**Criterion 6: Is the structure(s) unique in design or detail? If so, please describe:**

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**Criterion 7: Does the structure(s) serve as examples of a period or style? If so, please describe:**

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**Criterion 8: Does the structure(s) contribute to the architectural continuity of the street? If so, please describe:**

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**Criterion 9: Does the building(s) appear to retain the integrity of its original design fabric? If so, please describe:**

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Is the building(s), site(s), or structure(s) less than 50 years old? If yes, it must meet at least one of the criteria listed above and be determined to be of *exceptional* importance. A site or structure is of exceptional importance if and only if it is 1) associated with an extraordinarily important event, or 2) of such fragility that delaying adding it to the Register until it is 50 years old would make it unlikely that it or comparable examples would survive, or both 1 and 2. Please describe how the building(s), site(s), or structure(s) meets this requirement:

**Please state any additional facts pertaining to the property that were not addressed above:**

## Application Process:

1. After you complete this application and have gathered all required documents, please submit it to the Planning Division along with the applicable fee. Staff will review the application and inspect the property to determine if it meets the eligibility requirements. A report will be written and presented to the Architectural Commission (AC) with a recommendation to approve or deny the building(s) for listing on the Claremont Register.
2. The AC holds a public hearing. AC meetings are held twice per month on Wednesdays following Council meetings (usually the second and fourth Wednesdays), at 7 p.m. The AC makes a recommendation to the City Council concerning the request for inclusion on the Claremont Register.
3. If approved for listing in the Register, the City submits the approval resolution to the County Clerk for recordation and lists the property and supporting information on the official City Register.

For more information, please contact the Planning Division at (909) 399-5470.