

LANDMARK ALTERATION CHECKLIST



Project Information

Project Name: _____

Site Address: _____

APPLICATION SUBMITTAL REQUIREMENTS

REQUIRED APPLICATION FORMS:

- [Universal Application Form](#)
- [Indemnification Form](#)
- [Disclosure Form](#)
- [Copyright Release Form](#)
- [Electronic Signature Disclosure Form](#)
- [Property Owner Consent Form](#) (in lieu of property owner signing Universal Application)
- Landmark Alteration Permit Checklist (Page 1 of this Form)

REQUIRED PROJECT INFORMATION:

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application. **See instructions on the following pages for those requirements.**

PROJECT DOCUMENTS:

- Climate Action Plan Development Worksheet*
- Colored Photographs of the Site
- Historic Resource Evaluation*
- Landmark Alteration Design Concept Narrative*
- Project Valuation
- Preliminary Storm Water Low Impact Development Submittal (SWLIDS)*
- Preliminary Title Report*
- Neighborhood Context Map
- Storm Water Determination Worksheet

PROJECT PLAN SET COMPONENTS:

- Architectural Details Plan Sheet
- Conceptual Grading/Drainage/Utility Plan Sheet*
- Creek Cross Section Sheet*
- Existing and Proposed Elevation Sheet
- Exterior Lighting Plan Sheet*
- Floor Plan Sheet*
- Material/Color Details Sheet
- Plan Details Sheet*
- Preliminary Landscape Plan Sheet*
- Site Plan Sheet
- Streetscape Rendering Sheet*

*May be required, see table below

REQUIRED FEES:

Use the City's online [Fee Schedule](#) to determine your project's required Application Fee(s). A Major Landmark Alteration Permit requires payment of a Cultural Heritage Board Public Hearing fee.

LANDMARK ALTERATION INFORMATION & PROCESS

A Landmark Alteration Permit is required to restore, rehabilitate, alter, develop, construct, demolish, remove or change the exterior appearance of any designated landmark, or any structure, building or significant feature within a preservation. Prior to submission of a Landmark Alteration Permit application, please review [Section 20-58.060](#) of the Santa Rosa Zoning Code and [Section 4.7](#) of the Design Guidelines.

MAJOR LANDMARK ALTERATION – A Major Landmark Alteration Permit is required for projects which include: major renovation or restoration involving an entire façade or building, substantial alterations to an existing structure that do not match the original design, removing or enclosing an existing porch or adding a new porch, substantial additions, for example, adding a second story to a one story house, construction of a new primary dwelling, demolition or removal of an existing historic building, a fence that also requires a Conditional Use Permit or Variance, and a project involving historic resources that will be approved by the Design Review Board or Planning Commission.

MINOR LANDMARK ALTERATION – A Minor Landmark Alteration Permit is required for all projects which include: minor building renovation or restoration involving the repair or replacement of broken or damaged materials, alteration of or addition to the side or rear of a building in a location not readily visible from a public street, installation of roof ventilators or skylights, only on a side or rear elevation, installation of new landscaping features and site features including fences, walkways, decks, etc., and new accessory structure, including a garage, carport, storage shed, or other small building, in compliance with all other applicable requirements of this Zoning Code.

NO LANDMARK ALTERATION REQUIRED - Projects which consist of repairs of existing siding or trim materials prior to painting, not including siding replacement, repainting, even when it includes a color change, unless the repainting is for the purpose of creating signage for the building, installation of rain gutters or downspouts, installation of a window air conditioning unit, on a side or rear elevation only, demolition or removal of a non-historic building, re-roofing a house with materials determined by the Director to be similar to the original era, replacement windows and doors that are determined by the Director to match the original design and materials; or installation of solar panels, and integral parts of the solar panel system including supporting posts or poles, not including proposed new structures, such as a carport or other similar structures proposed in conjunction with the solar panel system are exempt from Landmark Alteration Permit requirements. These projects can be processed through a building permit.

INSTRUCTIONS FOR APPLICATION REQUIREMENTS

ALL applications must be in digital format and comply with the City's [Universal Digital File Standards](#).

PROJECT DOCUMENTS – All documents must reflect the [document requirements](#). Refer to the Required Project Information Table (below) to determine if a document is required. If the Required Project Information Table indicates that a document MAY be required, use the [document requirements](#) to determine if you should include that document.

PROJECT PLAN SET COMPONENTS – All plans/sheets must reflect the [plan sheet requirements](#). Refer to the Required Project Information Table (below) to determine if a plan set component is required. If the Required Project Information Table indicates that a plan set component MAY be required, use the [plan sheet requirements](#) to determine if you should include that plan set component.

REQUIRED PROJECT INFORMATION TABLE

(BY LANDMARK ALTERATION TYPE)

<p>Legend</p> <p>✓ Required</p> <p>○ May be required</p> <p>- Not required</p>	<p>MAJOR LANDMARK ALTERATION</p>	<p>MINOR LANDMARK ALTERATION</p>
Required Information		
Climate Action Plan Development Worksheet	○	-
Color Photographs of Site	✓	✓
Historic Resource Evaluation	○	○
Landmark Alteration Design Concept Narrative	✓	-
Neighborhood Context Map	✓	✓
Preliminary Title Report	○	○
Preliminary Storm Water Low Impact Development Submittal	○	○
Project Valuation	✓	✓
Storm Water Determination Worksheet	✓	✓
Required Plans		
Architectural Details Plan Sheet	✓	✓
Conceptual Grading/Drainage/Utility Plan Sheet(s)	○	○
Creek Cross Section Sheet	○	○
Existing and Proposed Elevations Sheet	✓	✓
Exterior Lighting Plan Sheet	○	○
Floor Plan Sheet	○	○
Material/Color Details Sheet	✓	✓
Plan Details Sheet	○	○
Preliminary Landscape Sheet	○	○
Site and Building Sections Sheet	○	○
Site Plan Sheet	✓	✓
Streetscape Rendering Sheet	○	-

* ALL Required Project Information must comply with the City's [Universal Digital File Standards](#).