



**CITY OF PACIFIC GROVE**  
300 Forest Avenue, Pacific Grove, CA 93950  
T :: 831.648.3190 • F :: 831.648.3184 • www.ci.pg.ca.us/cdd  
**COMMUNITY DEVELOPMENT PERMIT APPLICATION**  
**HISTORIC DETERMINATION SUPPLEMENT**

Application #

**Submittal Requirements and Application Processing**

1. Signed and dated Historic Determination Application and applicable fee.
2. A Phase 1 Historic Assessment, prepared by an approved qualified historic consultant (see attached list), must accompany this application.
3. Copies of any original information pertaining to the subject property, such as original building plans, photographs, names of original owner, architect or builder, etc. may also be submitted.

**Historic Determination Process by the Historic Resources Committee (HRC)**

If the subject structure is over 50 years old, but not currently listed on the National or State Historic Registers, or the City of Pacific Grove Historic Resources Inventory (HRI), an evaluation of historic significance must be made prior to moving forward with a development project. The first step would be to request an Initial Historic Screening (IHS). The request form is available at the Community Development Department counter or on the City's website. Requests received by the 15<sup>th</sup> of the month will be scheduled for the following month's HRC meeting agenda, which meets on the second Wednesday of the month.

At the HRC meeting, one of two possible determinations will be made:

1. The structure is ineligible as an Historic Resource. No Phase 1 Historic Assessment (HA) will be required as part of any subsequent development application.
2. A determination of ineligibility cannot be made. A Phase 1 HA will be required to either move forward to the Architectural Review Board (ARB) for architectural approval of a subsequent development application or for a formal Historic Determination.

If the IHS process concludes that a determination of ineligibility cannot be made, the next step would be to have a Phase 1 HA prepared and apply for an Historic Determination\*. Once an Historic Determination application, fee, and materials have been submitted to the Community Development Department, the item will be assigned to a Planner for review. Applications deemed complete by the last day of the month will be placed on the following month's HRC meeting agenda.

\* Please note: If the Phase 1 HA for the subject property indicates that the existing structure is ineligible for listing on the National and State Registers and City of Pacific Grove HRI, you may opt to take the Phase 1 HA, along with proposed project plans, directly to the ARB for consideration. However, if the ARB has questions or concerns regarding the Phase 1 HA, it has the authority to refer the item to the HRC for a final determination of historic status.

At the HRC meeting, the Committee will make one of two possible determinations:

1. The structure is eligible for listing on the City's HRI. Action will be taken at the meeting to formally add the structure to the HRI in accordance with Section 23.76 of the Pacific Grove Municipal Code.
2. The structure is not eligible for listing on the HRI, therefore no action will be taken.

Pursuant to Code Section 23.76.120, any person not satisfied with an action of the HRC may appeal such action to the City Council\*. An appeal must be filed with the Community Development Department within 10 calendar days of the HRC action.

*\*Historic Determination Appeals filed on January 15, 2010 and after will go to the Planning Commission for consideration, due to the anticipated adoption of amendments to the Zoning Code currently being considered by the City Council as part of the City's Permit Streamlining project.*