



INITIAL HISTORIC SCREENING REQUEST

ADDRESS: _____

APN: _____

OWNER: _____

APPLICANT: _____

APPLICANT MAILING ADDRESS: _____

APPLICANT PHONE NUMBER: _____

The owner of the property located at _____
has requested to have an Initial Historic Screening prepared.

An Initial Historic Screening is a preliminary step that may or may not rule out the need for a Phase 1 Historic Assessment.

If the property is considered to be ineligible for listing on the City’s Historic Resources Inventory (HRI), a Preliminary Determination of Ineligibility will be prepared by the Historic Resources Committee (HRC). The HRC will forward their recommendation to the Chief Planner as to whether a Phase 1 Historic Assessment should be prepared. The Chief Planner will then either 1.) Issue a Final Notice of Ineligibility, or 2.) Make a determination that a Phase 1 Historic Assessment is required.

If a Preliminary Determination of Ineligibility cannot be made, a Phase 1 Historic Assessment will automatically be required.

The Chief Planner has final authority as to whether or not a Phase 1 Historic Assessment will be required.

Owner/Applicant

Date

Submittal Requirements:

1. Signed and dated Initial Historic Screening Request form
2. Proof of age of structure
3. Copies of any original information pertaining to the subject property (original plans, photographs, original deed, name of original owner, name of original builder, etc.). Any information or documentation that you can supply will help minimize processing time.

HISTORIC DETERMINATION PROCESS
HISTORIC RESOURCES COMMITTEE

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. Requests received by the 15th of the month will be scheduled for the following months' Historic Resources Committee (HRC) meeting agenda. The HRC meets on the second Wednesday of the month.

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

1. The structure is ineligible as an Historic Resource. No Phase 1 Historic Assessment will be required as part of any subsequent development application.
2. A determination of ineligibility cannot be made. A Phase 1 Historic Assessment 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 Initial Historic Screening process concludes that a determination of ineligibility cannot be made, the next step would be to have a Phase 1 Historic Assessment prepared and apply for an Historic Determination*. Historic Determination applications are available at the Community Development Department counter. 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 months' HRC meeting agenda.

* Please note: If the Phase 1 Historic Assessment for the subject property indicates that the existing structure is ineligible for listing on the National, State and City of Pacific Grove HRI, you may opt to take the Phase 1 Historic Assessment, along with proposed project plans, directly to the ARB for consideration. However, if the ARB has questions or concerns regarding the Phase 1 Historic Assessment, they have 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 Historic Resources Committee 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.