



INITIAL HISTORIC SCREENING PROCESS

The Pacific Grove City Council and Historic Resources Committee (HRC) have approved an Initial Historic Screening Process, by which property owners/applicants can determine whether or not a Phase 1 Historic Assessment will be required PRIOR to commencement of a development project. The Initial Historic Screening Process will be tested on a 6-month trial basis, and then staff will return to the City Council with results and recommendations regarding the process.

Please note that the Initial Historic Screening Process is only to determine whether or not a Phase 1 Historic Assessment will be required as part of a development permit application. The Initial Historic Screening Process will not determine whether or not a structure is historic or eligible for listing on the City's Historic Resources Inventory (HRI).

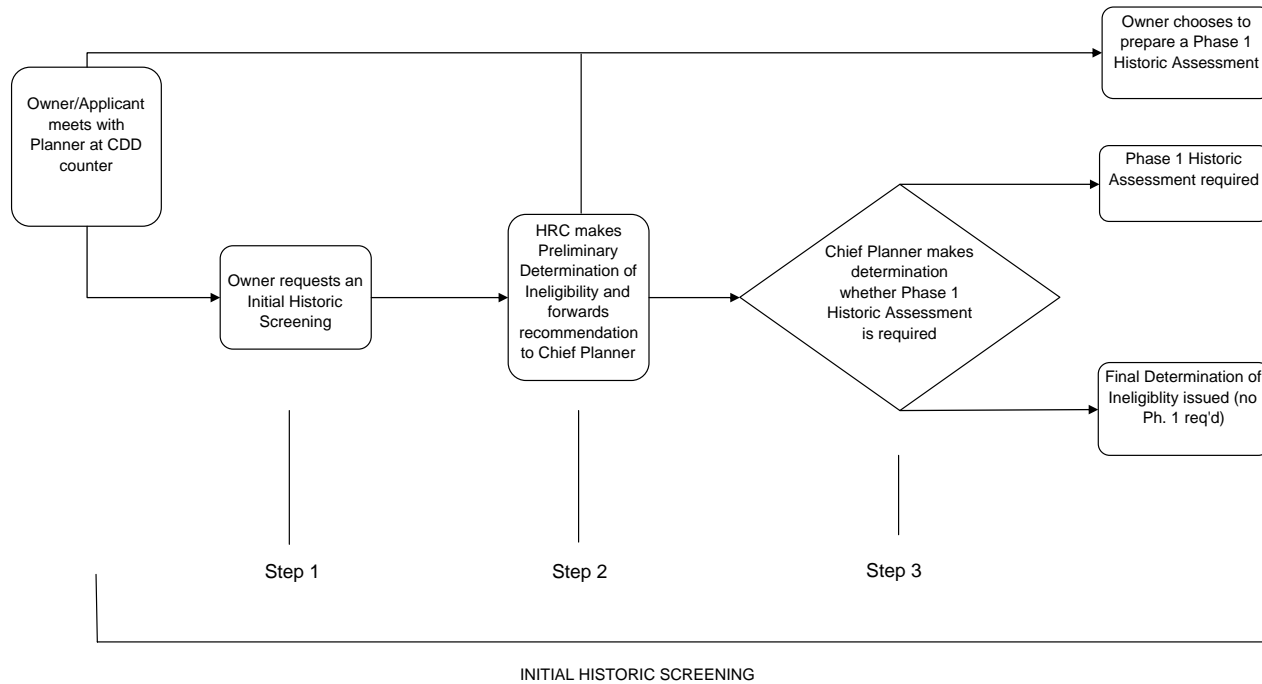
If you are interested in having an Initial Historic Screening performed for your property, please speak with a Planner in the Community Development Department and fill out the attached request form. If the request is made on or before the 15th of the month, the Initial Historic Screening will be placed on the following month's HRC agenda. The HRC meets on the 2nd Wednesday of each month, as needed.

If you have any questions regarding the Initial Historic Screening Process or the request form, please contact the Community Development Department at 831-648-3190.

Lynn Burgess, AICP
Chief Planner

INITIAL HISTORIC SCREENING PROCESS

Approved by City Council on 9/2/2009



NOTE: The Initial Historic Screening Process is only to determine whether or not a Phase 1 Historic Assessment is required. This process will not add properties to nor delete properties from the City's Historic Resources Inventory.

NOTE: Staff can conduct the Initial Historic Screening process on a trial basis while a new fee is being established by the City Council.



INITIAL HISTORIC SCREENING REQUEST

ADDRESS: _____

APN: _____

OWNER: _____

APPLICANT: _____

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.

If an Initial Historic Screening request is made on or before the 15th of the month, the Preliminary Determination of Ineligibility will be placed on the following month’s HRC meeting agenda. The HRC meets on the 2nd Wednesday of each month, as needed.