



Date Received:
Case No.
HSPB No.
Planner:

CITY OF PALM SPRINGS
DEPARTMENT OF PLANNING SERVICES
3200 East Tahquitz Canyon Way
Palm Springs, California 92262
Telephone: 760-323-8245

HISTORIC SITE DESIGNATION APPLICATION

APPLICATION The completed application and required materials shall be submitted to the Department of Planning Services. The submittal will be given a cursory check and will be accepted for filing only if the basic requirements have been met. Incomplete applications due to missing or inadequate information will not be accepted for filing. Subsequent to the initial cursory check and filing of plans, a detailed review of the application and all reports and exhibits will be made to ensure that all required information has been provided.

HISTORIC SITE PRESERVATION BOARD (HSPB) Once the application has been determined to be complete, the HSPB will review the application to determine whether the site meets the minimum qualifications for designation pursuant to Chapter 8.05 of the Palm Springs Municipal Code. If such determination is made, a public hearing will be scheduled for a future meeting.

A public hearing will be held by the HSPB to receive testimony from all interested persons concerning the Historic Site Designation. The public hearing may be continued from time to time, and upon complete consideration, the HSPB will make a recommendation to the City Council

Prior to consideration of the application by the HSPB, a notice of public hearing for a Historic Site Designation request will be mailed to all property owners within 400 feet of the subject property a minimum of ten (10) days prior to the hearing date.

CITY COUNCIL After receiving the recommendation of the Historic Site Preservation Board, a public hearing will be held by the City Council to receive testimony from all interested persons concerning the requested Historic Site Designation. The public hearing may be continued from time to time, and upon complete consideration, the City Council will then conditionally approve, deny, or approve the application as submitted. The City Council's decision on the application is final.

TO THE APPLICANT: Your cooperation in completing this application and supplying the information requested will expedite City review of your application. Application submitted will not be considered until all submittal requirements are met. Staff may require additional information depending upon the specific project. Please submit this completed application and any subsequent material to the Department of Planning Services.

PALM SPRINGS HISTORIC SITE PRESERVATION BOARD CASE REPORT

HISTORIC SITE NOMINATION FORM

This form is for use in nominating or requesting determinations of eligibility for Class 1 designations for individual properties and historic districts. Use instructions in *How to Complete the National Register of Historic Places Registration Form* (National Register Bulletin 16A) and *How to Apply the National Register Criteria for Evaluation* (National Register Bulletin 15) which have been adopted by the Palm Springs Historic Site Board. Complete each item by marking "x" in the appropriate box or by entering the information requested. If any item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions in the Bulletins.

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1. Name of Property and Owner

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Historic name
Other names
Assessor's parcel number
Current Owner's name
Address
City
State
Zip code
Telephone
E-mail address

=====

2. Location

=====

Street & number
City
State
County
Zip code

=====

3. Classification

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Ownership of Property (Check as many boxes as apply)

- private
- public-local
- public-State
- public-Federal

Category of Property (Check only one box)

- building(s)
- district
- site
- structure
- object

Number of Resources within Property

Contributing	Noncontributing
_____	_____ buildings
_____	_____ sites
_____	_____ structures
_____	_____ objects
_____	_____ Total

Name of related multiple property listing (Enter "N/A" if property is not part of a multiple property listing.)

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4. Function or Use

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Historic Functions (Enter categories from instructions)

Cat: _____ Sub: _____

Current Functions (Enter categories from instructions)

Cat: _____ Sub: _____

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5. Description

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Architect:

Construction Date and Source:

Architectural Classification (Enter categories from instructions)

Materials (Enter categories from instructions)

foundation

roof

walls

other

Narrative Description (Describe the historic and current condition of the resource including character defining features on one or more continuation sheets.)

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6. Statement of Significance

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Applicable Criteria (Mark "x" in one or more boxes for the criteria qualifying the property for listing)

Events

- (1) Property is associated with *events* that have made a significant contribution to the broad patterns of our history.

Persons

- (2) Property is associated with the lives of *persons* significant in our past.

Architecture

- (3) That reflects or exemplifies a particular period of national State or local history, or
- (4) Embodies the distinctive characteristics of a type, period, or method of construction, or
- (5) Represents the work of a master, or
- (6) Possesses high artistic values, or
- (7) Represents a significant and distinguishable entity whose components lack individual distinction.(Historic Districts)

Archeology

- (8) Property has yielded, or is likely to yield information important In prehistory or history.

Criteria Considerations (Mark "X" in all the boxes that apply.)

- owned by a religious institution or used for religious purposes.
- removed from its original location.
- a birthplace or a grave.
- a cemetery.
- a reconstructed building, object, or structure.
- a commemorative property.
- less than 50 years of age or achieved significance within the past 50 years.

Areas of Significance (Enter categories from instructions)

Period of Significance

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7. Statement of Significance (Explain the significance of the property on one or more continuation sheets.)

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Significant Event (Complete if Criterion 1 is marked above)

Significant Person (Complete if Criterion 2 is marked above)

Significant Architecture (Complete for each of Criteria 3-7 are marked above)

Significant Archeologically (Complete if Criterion 8 is marked above)

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8. Integrity Analysis

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In addition to being determined eligible under at least one of the Applicable Criteria listed above, the building must also retain its Architectural Integrity. Integrity is based on significance: *why*, *where*, and *when* a property is important. Only after significance is fully established can you proceed to the issue of integrity. Within the concept of integrity, there are seven aspects or qualities that, in various combinations, define integrity. The seven aspects of integrity are: Location, Design, Setting, Materials, Workmanship, Feeling and Association. To retain historic integrity a property will always possess several, and usually most, of the aspects. The retention of specific aspects of integrity is paramount for a property to convey its significance

The steps in assessing integrity are:

- Define the essential physical features that must be present for the property to represent its significance.
- Determine whether the essential physical features are visible enough to convey their significance.
- Determine whether the property needs to be compared with similar properties.
- Determine, based on the significance and essential physical features, which aspects of integrity are particularly vital to the property being nominated and if they are present.
- Ultimately, the question of integrity is answered by whether or not the property retains the identity for which it is significant.

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9. Bibliography

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(Cite the books, articles, and other sources used in preparing this form on one or more continuation sheets.)

List any previous surveys that cite the subject property, or any other documentation that may be on file:

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10. Geographical Data

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Acreage of Property

Verbal Boundary Description (Describe the boundaries of the property on a continuation sheet.)

Boundary Justification (Explain why the boundaries were selected on a continuation sheet.)

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11. Form Prepared By

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Name/title
Organization
Date
Street address
City
State
Zip code
Telephone
E-mail

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12. Additional Documentation

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Submit the following items with the completed form:

REQUIRED MATERIALS - Unless otherwise indicated, do not mount these exhibits on a board

1. Continuation Sheets
2. Maps: A USGS map (7.5 or 15 minute series) indicating the property's location. sketch map for historic districts and properties having large acreage or numerous resources.
3. Photographs: Representative black and white photographs of the property. 12 sets of color photographs showing each elevation of the property and its surroundings.
4. Provide an original and 11 copies of a complete and correct Palm Springs Historic Site Preservation Board - Case Report (attached) along with a notarized signature of the owner¹ or lessee. If the signatory is an authorized representative, this authorization to represent the owner or lessee shall be in written form signed by the owner.
5. Please provide an original and 12 copies of an 8-1/2" x 11" size Plot Plan drawn to scale. If plan is larger than 8-1/2" x 11", submittal of reduced copies is required. The plan shall show the following data: property boundaries, complete legal description, north arrow and scale, all existing buildings, structures, mechanical equipment, landscape materials, fences, walls, sidewalks, driveways, parking areas showing location of parking spaces, and signs. (show in light or broken lines). Indicate the square footage and use of each building and the date(s) of construction.
6. Public Hearing Labels: The applicant shall submit three (3) sets of typed self-adhesive labels of all property owners, lessees, and sub-lessees of record. The labels shall include the Assessor's parcel number, owner's name and mailing address of each property with 400 feet from the exterior limits of the subject property. Additionally, all Assessor's parcel maps clearly indicating the 400-foot radius and a certified letter from a title company licensed to conduct business in Riverside County, California shall be submitted.
7. If any property on this list is owned by the United States Government in trust for the Agua Caliente Indian Tribe or individual allottee, copies of notices with postage paid envelopes will be submitted to the Bureau of Indian Affairs to notify the individual Indian land owners of the public hearings.

¹ The following form is not required if the Nomination is made by the property owner, a member of the City Council or a member of the Historic Site Preservation Board

The following form is not required if the Nomination is made by the property owner, a member of the City Council or a member of the Historic Site Preservation Board. Otherwise, must be completed in the presence of a Notary Public.

OWNER AFFIDAVIT

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE)ss

I (We) _____ being duly sworn, depose and say that I (we) am (are) the owners herein named and that the forgoing statements and answers herein contained and the information herein submitted are in all respect true and correct to the best of my (our) knowledge and belief.

Name (Please print)

Mailing Address: _____ City _____ State _____ Zip _____
Telephone _____
Signature: _____ Signature: _____

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the forgoing paragraph is true and correct.

WITNESS my hand and official seal this _____ Day of _____, 20 .

Notary Public in the State of _____
with principal office in the County of _____