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# CITY OF PALM SPRINGS

## Department of Planning Services

3200 East Tahquitz Canyon Way, Palm Springs, CA 92262

Phone 760 323 8245

Fax 760 322 8360

Historic Preservation Officer 760 322 8364 x8786

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## HISTORIC RESOURCE DESIGNATION (HRD)

### **WHEN TO USE THIS APPLICATION:**

Use this application if you are seeking historic designation for a property, parcel or historic district.

For alterations to Class 1, Class 2, or contributing sites in a Historic District, use the CERTIFICATE OF APPROPRIATENESS application. (C of A)

For alterations or demolition of Class 3, Class 4 or non-contributing sites in a Historic District use the MINOR ARCHITECTURAL APPLICATION (MAA).

(Contact the Planning Department if you are unsure of the classification of your property.)

### **WHO MAY APPLY:**

Any individual or organization may apply to the City for consideration of a request for historic designation, however applications must be signed and notarized by the owner(s) of record of the site, structure, building or object for which the designation is sought. For Historic Districts written signatures from at least 51% of the property owners in the proposed district must be included in the application.

### **PROCEDURE:**

1. For proposed historic sites or resources: Refer to Palm Springs Municipal Code ("PSMC") Section 8.05.070 for *Procedures and Criteria for the Designation of Class 1 and Class 2 Historic Resources*. ([www.palmspringsca.gov / government / departments / planning / municipal code / title 8 / section 8.05 "Historic Preservation"](http://www.palmspringsca.gov/government/departments/planning/municipal_code/title_8/section_8.05_Historic_Preservation)).
2. For proposed historic districts: Refer to Municipal Code Section 8.05.090 for *Procedures and Criteria for Designation of Historic Districts*. ([www.palmspringsca.gov / government / departments / planning / municipal code / title 8 / section 8.05 "Historic Preservation"](http://www.palmspringsca.gov/government/departments/planning/municipal_code/title_8/section_8.05_Historic_Preservation)).
3. Complete all parts of the application and include related reports, mailing labels and back up information in support of the application. Denote "NA" for any line item that is "not applicable".
4. Prior to submittal of the application, contact the City's Historic Preservation Officer ("HPO") to review the application for conformance and completeness.
5. Submit the completed application and related materials to the Department of Planning Services. A Planning Department case number will be assigned to the application.
6. Applications for historic site / resource or historic district designation are evaluated by City staff who will prepare the application for consideration by the City's Historic Site Preservation Board ("HSPB") at a noticed public hearing. Applicants should plan on attending the hearing. City staff will schedule site visits for members of the HSPB to become familiar with the site prior to the public hearing. (Exterior review only, interiors are not subject to HSPB review.)
7. At the public hearing, the HSPB will evaluate the application and make a recommendation for City Council action. The City Council will consider the application and the HSPB's recommendation at a second noticed public hearing. The applicant should again attend that hearing.
8. The final action of the City Council to designate will be recorded on the property title with the County Recorder's office.

**FOR HISTORIC SITE / RESOURCE APPLICATIONS, SEE PART 1 BELOW.**  
**FOR HISTORIC DISTRICT APPLICATIONS, SEE PART 2 BELOW.**

**PART 1: REQUIRED MATERIALS FOR HISTORIC SITE / RESOURCE DESIGNATION APPLICATIONS (See PSMC 8.05.070(A,3):**

An application for historic site / resource designation must include the following items. After preliminary review of the application by the HPO, provide twelve (12) hard copies and 1 electronic copy on disk or thumb drive of the following materials unless otherwise noted:

		APPLICANT CHECK	CITY STAFF CHECK
1	Original Completed Application (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>
2	Owner Consent Letter w/ notarized signature, (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>
3	Ownership and address history; ("Chain of title") (1 copy.)	<input type="checkbox"/>	<input type="checkbox"/>
4	A report that describes how the proposed site(s), structures, buildings or objects are eligible and appropriate for designation under PSMC 8.05.070 for historic resources.	<input type="checkbox"/>	<input type="checkbox"/>
5	Photographs of the exterior of the proposed sites, structures, buildings or objects.	<input type="checkbox"/>	<input type="checkbox"/>
6	Aerial photo of the site / resource (from Google Maps or equal).	<input type="checkbox"/>	<input type="checkbox"/>
7	Information about the architect(s), designer(s), planner(s), and/or developers of the proposed sites, structures, buildings or objects, if known.	<input type="checkbox"/>	<input type="checkbox"/>
8	Date and method of construction of any structure, building or object upon the proposed site or within the proposed district (provide copies of building permits where possible).	<input type="checkbox"/>	<input type="checkbox"/>
9	A detailed assessment of the character-defining features of the site, structure, building or object, (such as materials, architectural details or landscape elements, architectural style, and other relevant descriptors, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
10	Evaluation of the site, structure, building, or object relative to the Criteria and Findings for Designation of Class 1 and Class 2 Historic Resources. (PSMC 8.05.070 (C).*	<input type="checkbox"/>	<input type="checkbox"/>
11	Identify the source of the information provided in the application, such as building permit numbers, date and issue of publications, organizations or individuals.	<input type="checkbox"/>	<input type="checkbox"/>
12	Site Plan (8-1/2" x 11" or 11" x 17")	<input type="checkbox"/>	<input type="checkbox"/>
13	Any other documentation or research as may be deemed necessary by the HPO to determine the qualifications of the site, structure, building or object for historic designation.	<input type="checkbox"/>	<input type="checkbox"/>
14	Public Hearing Labels. The applicant shall submit public hearing mailing labels pursuant to Zoning Code Section 94.09.00.	<input type="checkbox"/>	<input type="checkbox"/>

\*Applicants are encouraged to review the City’s Technical Assistance Bulletin titled “How to Apply the Palm Springs Eligibility Criteria for Historic Designation” available under “Historic Resources” of the Planning Home page of the City website ([www.palmspringsc.gov](http://www.palmspringsc.gov)) and the bulletin from the U.S. Department of the Interior National Register Criteria for Evaluation” (National Register Bulletin 15 (<http://www.nps.gov/history/nr/publications/bulletins/nrb15/>)).

**PART 2: REQUIRED MATERIALS FOR HISTORIC DISTRICT APPLICATIONS (See PSMC 8.05.090 (A,3):**

An application for historic district designation must include the following items. After preliminary review of the application by the HPO, provide twelve (12) hard copies and 1 electronic copy on disk or thumb drive of the following materials unless otherwise noted.

		APPLICANT CHECKLIST	CITY STAFF CHECKLIST
1	A report that describes how the district is eligible and appropriate for designation under PSMC 8.05.090.	<input type="checkbox"/>	<input type="checkbox"/>
2	A map of the proposed district boundaries, identifying all potentially contributing resources, and including a list of all parcel numbers, addresses, and ownership within the proposed district boundaries;	<input type="checkbox"/>	<input type="checkbox"/>
3	Photographs of all sites within the proposed district boundaries;	<input type="checkbox"/>	<input type="checkbox"/>
4	Aerial photo of the proposed historic district (from Google Maps or equal).	<input type="checkbox"/>	<input type="checkbox"/>
5	Information about the architect(s), designer(s), planner(s), and/or developers of all potentially contributing resources within the district.	<input type="checkbox"/>	<input type="checkbox"/>
6	Dates and methods of construction as may be applicable;	<input type="checkbox"/>	<input type="checkbox"/>
7	Identification of the period of significance of the proposed district which the contributing resources collectively represent;	<input type="checkbox"/>	<input type="checkbox"/>
8	Distinctive characteristics such as historic materials, architectural or landscape elements, and architectural style(s) of structures, buildings or objects.	<input type="checkbox"/>	<input type="checkbox"/>
9	Proposed historic district design guidelines, which shall include, but not be limited to, development standards, aesthetic standards, and approval criteria that assist in preserving the character of the district and contributing structures therein.	<input type="checkbox"/>	<input type="checkbox"/>
10	Letters or forms demonstrating written approval of the historic district designation from no less than fifty-one percent (51%) of all property owners within the boundaries of the proposed district, or in the case of a City application, a letter of authorization to file the application on behalf of the City. (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>
11	Ownership and address history; ("Chain of title") for each potentially contributing resource within the proposed district. (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>
12	Evaluation of the site, structure, building, or object relative to the Criteria and Findings for Historic Districts for each potentially contributing resource within the proposed historic district; refer to PSMC 8.05.090. For additional reference see City's Technical Assistance Bulletin, "How to Apply the Palm Springs Eligibility Criteria for Historic Designation" and the U.S. Department of the Interior Bulletin "How to Apply the National Register Criteria for Evaluation".	<input type="checkbox"/>	<input type="checkbox"/>
13	Identify the source of the information provided in the application, such as building permit numbers, date and issue of publications, organizations or individuals.	<input type="checkbox"/>	<input type="checkbox"/>
14	Any other documentation or research as may be deemed necessary by the HPO to determine the qualifications of the site, structure, building or object for historic designation.	<input type="checkbox"/>	<input type="checkbox"/>
15	Public Hearing Labels. The applicant shall submit public hearing mailing labels pursuant to Zoning Code Section 94.09.00.	<input type="checkbox"/>	<input type="checkbox"/>



(to be completed by Planning staff:)

Date:
Case No.
HSPB No.
Planner:

**CITY OF PALM SPRINGS**  
Department of Planning Services

**HISTORIC RESOURCE DESIGNATION (HRD)**

**TO THE APPLICANT:**

Complete all parts of this application. Denote "NA" for lines that are not applicable.  
Submit the completed application with attachments to the Department of Planning Services at  
3200 E. Tahquitz Canyon Way, Palm Springs, CA 92262 Phone: 760-323-8245 Fax: 760-322-8380

This application is for a proposed: (Check one)     Historic Site / Resource     Historic District:

Applicant's Name: \_\_\_\_\_

Please Print

Owner     Lessee     Authorized Agent     City     Other

Applicant's Address: \_\_\_\_\_

Number and Street Name or P.O. Box

\_\_\_\_\_

City

State

ZIP

Telephone Nos: \_\_\_\_\_

Residence

Cell

Work

E-Mail address: \_\_\_\_\_

Note: For Historic District applications: On a separate page, provide a list all sites / parcels within the proposed historic district boundaries with the following information provided for each parcel / APN.

Site Address: \_\_\_\_\_

APN \_\_\_\_\_ Zone: \_\_\_\_\_ Section: \_\_\_\_\_ Gen'l Plan Land Use Desig. \_\_\_\_\_

Is the project is located on the Agua Caliente Band of Cahuilla Indians Reservation? \_\_\_\_\_  
(Refer to the Land Status Map under Tribal Resources on the Planning Department home page.)

Construction Date: \_\_\_\_\_  Estimated  Actual (denote source, i.e. bldg. permits)

Architect: \_\_\_\_\_ Builder: \_\_\_\_\_

Present Owner: \_\_\_\_\_

Present Owner Address: \_\_\_\_\_

Original Owner: \_\_\_\_\_

Other notable past owners: \_\_\_\_\_

Other Historic Associations: \_\_\_\_\_

Common Name of Property: \_\_\_\_\_

Historic Name of Property: \_\_\_\_\_

Attach to this application any information, photos, drawings, newspaper articles, reports, studies, or other materials to fully describe the characteristics or conditions that support this application for historic designation.

Architectural Style: \_\_\_\_\_  
(Refer to the Architectural Styles chapter of the Citywide Historic Context Statement, under Historic Resources on the Planning Home page ([www.palmspringsca.gov](http://www.palmspringsca.gov)).

Period of Significance: \_\_\_\_\_  
(See the Citywide Historic Context Statement Document.)

Please list any informational reference sources used to complete this application:  
\_\_\_\_\_

**PSMC 8.05.070 (C,1): Criteria for the Designation of Class 1 Historic Resources.**

A site, structure, building or object may be designated as a Class 1 historic resource or a Contributing Resource in a proposed historic district by the Palm Springs City Council, provided both of the following findings are met.

Provide a written description of how the site qualifies as historic resource under one or more of the following criterion:

**FINDING 1:** The site, structure, building or object exhibits exceptional historic significance and meets one or more of the criteria listed below:

- i. The resource is associated with events that have made a meaningful contribution to the nation, state or community.<sup>1</sup>
- ii. The resource is associated with the lives of persons who made a meaningful contribution to national, state or local history.
- iii. The resource reflects or exemplifies a particular period of national, state or local history.
- iv. The resource embodies the distinctive characteristics of a type of construction, a period of construction or a method of construction.<sup>2</sup>
- v. The resource presents the work of a master builder, designer, artist, or architect whose individual genius influenced his age, or that possesses high artistic value.
- vi. The resource represents a significant and distinguishable entity whose components may lack individual distinction, as used in evaluating applications for designation of historic districts, for parcels on which more than one entity exists.
- vii. The resource has yielded or may be likely to yield information important to national, state or local history or prehistory.

<sup>1</sup> NOTE: Unlike the National Register criteria, The City’s criterion does not consider “patterns of events”. For consideration of “patterns of events”, use Criterion “iii”, reflecting a particular period.

<sup>2</sup> Unlike the National Register criteria “type, period of method of construction relates to construction only’ For design theme or characteristics use Criterion “iii” (period) or Criterion v (high artistic value).

**FINDING 2:** The site, structure, building or object retains most if not all of the following aspects of Integrity, as established in the Secretary of the Interior's Standards<sup>3</sup>: Design, Materials, Workmanship, Location, Setting, Feeling, Association.

**PSMC 8.05.070 (C,2) Criteria for the Designation of Class 2 Historic Resources.**

A site, structure, building or object may be designated as a Class 2 historic resource, or a Contributing Resource to a proposed historic district by the Palm Springs City Council provided the site, structure, building or object exhibits exceptional historic significance and meets one or more of the criteria listed in Finding 1 above. A Class 2 historic resource is not required to meet the findings for integrity as described in Finding 2 (above).

**PSMC 8.05.090 (C) Criteria and Findings for Designation of Historic Districts.**

In addition to the criteria listed in Finding 1, to be considered for designation as a Historic District, a defined area must:

- a. Contain contributing resources on a majority of the sites within the proposed district which individually meet the criteria in Finding (1). The defined area may include other structures, buildings, or archaeological sites which contribute generally to the overall distinctive character of the area and are related historically or visually by plan or physical development.  
(Identify list by address and APN number each site / parcel that meets the criteria outlined in Finding 1 above and document how each meets the criteria.)
- b. Identify non-contributing properties or vacant parcels to the extent necessary to establish appropriate, logical or convenient boundaries.  
(Identify list by address and APN number each site / parcel within the proposed historic district that is considered non-contributing to the overall historic significance of the historic district.)

Please attach any additional information related to the application as necessary.

Questions: Contact the Palm Springs Planning Department at 760 323 8245.

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<sup>3</sup> Refer to the U.S. Department of the Interior Bulletin for How to Evaluate the Integrity of a Property.