



---

# 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

---

## HISTORIC RESOURCE DESIGNATION (HRD)

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

Use this application if you are seeking Class 1 or Class 2 historic designation for a property or parcel or for historic district applications.

Use the MINOR ARCHITECTURAL APPLICATION FORM (MAA) if you are seeking approval for alterations to Class 1, Class 2, Class 3 or Class 4 historic sites. (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 resource designation. 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.

### **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*. Visit: [www.palmspringsca.gov/government/departments/planning/municipal\\_code/title\\_8/section\\_8.05](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*. Visit: [www.palmspringsca.gov/government/departments/planning/municipal\\_code/Title\\_8/section\\_8.05](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. Once the application is complete, contact the Planning Department and schedule a pre-application conference with the City's Historic Preservation Officer ("HPO").
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 staff in the City Planning Department 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 CHECKLIST FOR CLASS 1 AND 2.**  
**FOR HISTORIC DISTRICT APPLICATIONS, SEE CHECKLIST FOR HISTORIC DISTRICTS.**



# CITY OF PALM SPRINGS

Department of Planning Services  
3200 E. Tahquitz Canyon Way, Palm Springs, CA 92262  
Tel 760-323-8245 – FAX 760-322-8360

*For Staff Use Only*

Case Number: \_\_\_\_\_

In-Take Planner: \_\_\_\_\_

Date: \_\_\_\_\_

## HISTORIC RESOURCE DESIGNATION PLANNING / ZONING GENERAL INFORMATION FORM

*TO THE APPLICANT:* Complete all parts of this application. Denote "NA" for lines that are not applicable.

### Project Information:

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

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

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Zone: \_\_\_\_\_ GP: \_\_\_\_\_ Section/Township/Range: \_\_\_\_/\_\_\_\_/\_\_\_\_

Description of Project:

Note: For Historic District applications: on a separate page provide a list of all sites/parcels within the proposed historic district boundaries with the same information listed above.

Is the project located on the Agua Caliente Band of Cahuilla Indians Reservation? Yes/No: \_\_\_\_\_  
(Refer to the Land Status Map under Tribal Resources on the Planning Department home page)

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

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

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

Common/Historic Name of Property: \_\_\_\_\_

Other historic associations: \_\_\_\_\_

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 Citywide Historic Context Statement, under Historic Resources on the Planning Department Home Page: [www.palmspringsca.gov](http://www.palmspringsca.gov).

## HISTORIC RESOURCE DESIGNATION APPLICATION (CONT.)

### **Criteria for the Designation of a Class 1 Historic Resource:**

Pursuant to the Palm Springs Municipal Code (PSMC) Section 8.05.070(C,1): 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. Refer to the US Department of the Interior National Register Bulletin "How to Apply the National Register Criteria for Evaluation" of potentially historic resources for further information.

***Provide a written description of how the site qualifies as a historic resource per the following Findings. Please provide answers on a separate sheet or report.***

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

- a. The resource is associated with events that have made a meaningful contribution to the nation, state, or community. 1
- b. The resource is associated with the lives of persons who made a meaningful contribution to national, state or local history.
- c. The resource reflects or exemplifies a particular period of national, state or local history.
- d. The resource embodies the distinctive characteristics of a type, period, or method of construction.
- e. The resource presents the work of a master builder, designer, artist, or architect whose individual genius influenced his age, or that possess high artistic value.
- f. 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.
- g. The resource has yielded or may be likely to yield information important to national, state, or local history.

**FINDING 2:** The site, structure, building or object retains one or more of the following aspects of integrity, as established in the Secretary of the Interior's Standards. Provide a written description for each element as listed: Design; Materials; Workmanship; Location; Setting; Feeling; and Association. 2

---

### **Criteria for the Designation of a Class 2 Historic Resource:**

Pursuant to the Palm Springs Municipal Code (PSMC) Section 8.05.070(C,2): A site, structure, building, or object may be designated as a Class 2 historic resource by the Palm Springs City Council, provided the site, structure, building, or object exhibits 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.

---

### **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. *Provide a separate list by address and Assessor Parcel Number (APN) for each site/parcel that meets the criteria outlined in Finding 1.*
- b. Identify non-contributing properties or vacant parcels to the extent necessary to establish appropriate, logical or convenient boundaries. *Provide a separate list by address and APN number for each site/parcel within the proposed historic district that is considered non-contributing to the overall historic significance of the historic district.*

---

1 NOTE: Unlike the National Register criteria, the City's criterion does not consider "patterns of events". For consideration of "patterns of events", use Criterion "C", reflecting a particular period.

2 NOTE: Refer to the U.S. Department of the Interior Bulletin for "How to Evaluate the Integrity of a Property".

**CITY OF PALM SPRINGS  
PLANNING DEPARTMENT APPLICATION  
HISTORIC RESOURCE DESIGNATION**

**CLASS 1 AND CLASS 2**

**APPLICANT'S REQUIRED MATERIAL CHECKLIST**

The following items must be submitted before a **Historic Resource Designation** application will be accepted. Please check off each item to assure completeness. Provide twelve (12) hard copies and one (1) PDF copy of the following materials unless otherwise noted:

	Applicant Only	City Use Only
<b>Application Information:</b>		
• General Information form (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>
• Notarized letter from property owner consenting to Historic Designation (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>
• Ownership and Address History ("Chain of Title") (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Historic Resource Report:</b>		
The following items shall be included in a historic resources report describing the site, structure, buildings, or objects eligible and appropriate for designation per PSMC 8.05.070.		
• Photographs of the exterior of the proposed site, structure, buildings or objects.	<input type="checkbox"/>	<input type="checkbox"/>
• Aerial photo of the site/resource (from Google Maps or equal).	<input type="checkbox"/>	<input type="checkbox"/>
• Information on the architect, designer, and/or developer.	<input type="checkbox"/>	<input type="checkbox"/>
• Date and method of construction. Provide copies of building permits.	<input type="checkbox"/>	<input type="checkbox"/>
• A detailed assessment of the character defining features describing materials, architectural details/style, landscape elements, or other relevant descriptors.	<input type="checkbox"/>	<input type="checkbox"/>
• Evaluation of the site relative to the Criteria and Findings for Designation of Class 1 and Class 2 Historic Resources.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Information:</b>		
• Site Plan: 8-12" x 11" or 11" x 17"	<input type="checkbox"/>	<input type="checkbox"/>
• Public Hearing labels per PSZC Section 94.09.00.	<input type="checkbox"/>	<input type="checkbox"/>
• Any other documentation or research as may be necessary to determine the qualifications of the site, structure, building, or objects.	<input type="checkbox"/>	<input type="checkbox"/>

Applicants are encouraged to review the bulletin from the U.S. Department of the Interior titled "How to Apply the National Register Criteria for Evaluation". (National Register Bulletin 15 (<http://www.nps.gov/history/nr/publications/bulletins/nrb15/>)).

**CITY OF PALM SPRINGS  
 PLANNING DEPARTMENT APPLICATION  
 HISTORIC RESOURCE DESIGNATION  
HISTORIC DISTRICT APPLICATIONS**

**APPLICANT'S REQUIRED MATERIAL CHECKLIST**

The following items must be submitted before a **Historic District** application will be accepted. Please check off each item to assure completeness. Provide twelve (12) hard copies and one (1) PDF copy of the following materials unless otherwise noted:

<b>Application Information:</b>	<u>Applicant Only</u>	<u>City Use Only</u>
• General Information form listing main contact person. (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>
• A map of the proposed district boundaries, identifying all potentially contributing resources.	<input type="checkbox"/>	<input type="checkbox"/>
• A list of all Assessor Parcel Numbers (APN), addresses, and ownership within the proposed district boundaries. (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>

**Formal Historic District Designation Report:**

The following items shall be included in a **Historic Resource Report** describing how the district is eligible and appropriate for designation per PSMC 8.05.090.

• Photographs of all sites within the proposed district boundaries.	<input type="checkbox"/>	<input type="checkbox"/>
• Aerial photo of the proposed historic district (from Google Maps or equal).	<input type="checkbox"/>	<input type="checkbox"/>
• Information on the architect, designer, and/or developer.	<input type="checkbox"/>	<input type="checkbox"/>
• Date and method of construction. Provide copies of building permits.	<input type="checkbox"/>	<input type="checkbox"/>
• Identify the period of significance of the proposed district which the contributing resources collectively represent.	<input type="checkbox"/>	<input type="checkbox"/>
• A detailed assessment of the character defining features describing materials, architectural details/style, landscape elements, or other relevant descriptors of each site believed to be contributing.	<input type="checkbox"/>	<input type="checkbox"/>
• Proposed historic district design guidelines, which includes development, and aesthetic standards.	<input type="checkbox"/>	<input type="checkbox"/>
• Ownership and address history: ("Chain of Title") for each potentially contributing resource within the proposed district.	<input type="checkbox"/>	<input type="checkbox"/>
• Evaluation of the site relative to the Criteria and Findings for Designation of Historic Districts for each potentially contributing resource within the proposed historic district.	<input type="checkbox"/>	<input type="checkbox"/>

**Additional Information:**

• Letters demonstrating written support of the proposed historic district from no less than fifty-one (51%) of all property owners within the boundaries of the proposed historic district.	<input type="checkbox"/>	<input type="checkbox"/>
• Public Hearing labels per PSZC Section 94.09.00.	<input type="checkbox"/>	<input type="checkbox"/>
• Any documentation or research deemed necessary to determine the qualifications of the site, structure, building, or objects within the proposed historic district.	<input type="checkbox"/>	<input type="checkbox"/>

Applicants are encouraged to review the helpful bulletin from the U.S. Department of the Interior titled "How to Apply the National Register Criteria for Evaluation". (National Register Bulletin 15 (<http://www.nps.gov/history/nr/publications/bulletins/nrb15/>)).