



**CITY OF MANHATTAN BEACH
HISTORIC PRESERVATION
MANHATTAN BEACH MUNICIPAL CODE 10.86**

Procedures and Application for CERTIFICATE OF APPROPRIATENESS

A Certificate of Appropriateness (C of A) is required when an owner of a Historic Landmark or a Contributing Resource in a Historic District proposes to alter, restore, rehabilitate, construct, remove, relocate or demolish the Historic Resource. The C of A process ensures that the project is consistent with the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties (Secretary's Standards) and other applicable criteria as provided in Chapter 10.86. C of A applications and related fees are submitted to the Planning Division; an appointment to review the application prior to submittal is recommended but not required:

Please discuss your project with Planning staff so a determination can be made on what type of review, as summarized below, is required.

Exemptions. (Director determination) Ordinary maintenance or repair or minor alterations or projects that do not require a permit and do not involve a change of design, materials, or exterior appearance of the property.

Administrative Review. (Director determination) Projects that require a permit but do not involve a change of design, material, or appearance to or the removal or obstruction of character-defining features, such as:

1. Repair or replacement of deteriorated materials with the same kind, type, and texture already in use for roofs, windows, siding material, chimneys and fireplaces, accessory structures, or fencing.
2. Addition or deletion of awnings, canopies, and similar incidental appurtenances that do not alter the integrity of the Historic Resource.
3. Minor additions (150 square feet or less), on the rear elevation, not visible from the public right-of-way that would not remove, change, or obstruct any of the property's character-defining features.
4. Alterations previously identified in an adopted design guidelines plan for a Historic District and designated for review through the plan check process.

Commission Review. (Planning Commission determination- noticed public hearing) Any work that does not qualify as an exemption or administrative review.

Application Procedures

An application for a C of A is filed with the Community Development Department upon the attached form with the required information and filing fees.

Findings Required- All C of A applications

No C of A may be approved by either the Commission or Director unless all of the required findings, or an Economic Hardship Exception is approved ([Section 10.86.200](#)).

Administrative Review- Directors Findings



If the Director determines that the proposed work would not result in a change of design, material, or appearance of the property's character-defining features, and all elements of the project comply with the Secretary's Standards, the Director shall approve the C of A.

Standard Findings- All Applications

All of the following findings are required to be made by the Director or Commission in order to approved a C of A:

1. The project will not cause a substantial adverse change in the significance of an historic resource in accordance with the California Environmental Quality Act.
2. The project is consistent with the provisions of Chapter 10.86.
3. The project is consistent with the Secretary's Standards and any applicable design guidelines adopted by the City.

Additional Findings for Demolitions

For C of A demolitions, part or all of a Resource, all of the following additional findings must be made.

1. The mandatory sixty (60) day waiting period has expired.
2. All efforts to restore, rehabilitate, or relocate the resource have been exhausted.
3. Restoration or rehabilitation would require extensive alterations that would render the resource infeasible of preservation.
4. Failure to demolish the resource would adversely affect or detract from the character of the neighborhood.
5. The deterioration of the historic landmark or contributing resource is not the result of the failure of the owner to maintain the property in accordance with Section 10.86.140.

Appeal

Decisions of the Director and Commission are subject to appeal in accordance with [Section 10.86.230](#). No Certificate of Appropriateness shall become effective until the time to appeal its approval has expired.

If you have questions, please contact Associate Planner Angelica Ochoa, at (310) 802-5517.





CITY OF MANHATTAN BEACH HISTORIC PRESERVATION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Site Information

Address: _____
Landmark Number _____
Mills Act Number _____

Owner

Name(s): _____
Address: _____
Phone _____
Email _____

Applicant

Same as Owner: _____
Or
Name(s): _____
Address: _____
Phone _____
Email _____

Architect/Contractor

Name(s): _____
Address: _____
Phone _____
Email _____

Project Description

Please submit the following with your Certificate of Appropriateness application:

1. A description of the proposed work and an explanation of how it is compatible with the Secretary's Standards and other applicable standards as appropriate.
2. Detailed architectural plans, including site plan, floor plans and scaled elevations and drawings, illustrating the scale, massing, and appearance of the proposed work, including existing and proposed elevations and plans. Information on the specifications and appearance of existing and proposed replacement materials and features should also be included.



3. A site plan showing all existing buildings and structures and the relationship of the proposed work to the surrounding environment.
4. Relationship to the existing scale, massing, architectural style, site and streetscape, landscaping and signage, for new construction in Historic Districts.
5. Other information deemed necessary by the Director.

Context

Indicate how the proposed work is compatible with the original architectural style of the building. If in a Historic District, indicate how the work is compatible with the overall character of the District. Attach additional information if necessary.

Required Submittals

- Site Plan, Floor Plan, and Elevations of proposed alteration in context with entire structure. Materials and colors must be specified on the plans. Initially submit two sets of minimum 11 by 17 and maximum 24 by 36 plans. Additional copies of the plans may be requested as initial review by staff based on the scope of the work.
- Sample/Color Board.
- Photographs of the subject property showing the entire structure and details of the area(s) to be modified.
- Fee required:
 - Administrative review: (\$151 per hour, minimum 2 hour deposit, Additional fees may be required depending on the project scope and review required)
 - Planning Commission review: \$1,500 plus \$72 public hearing notice fee plus \$215 CEQA determination fee.

Owner Affidavit

I, (we), _____ hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this application and that the foregoing statements and the information submitted herewith are true and correct.

Signature

Signature

Date

Date

