



## **Landmark Designation Application Submittal Requirements**

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### **GENERAL REQUIREMENTS:**

- 1. The first two pages of the Uniform Application must be typed or printed and filled in completely. Please recycle the remaining sheets.  
*If the applicant is not the property owner, the property owner shall designate the applicant as the authorized agent to act on his or her behalf and both shall sign this application.*
- 2. Three (3) copies of a narrative describing the character defining features of the building or object, including architectural style, interior spaces, secondary buildings, and mature landscaping, as appropriate.
- 3. Three (3) copies of any photos or similar documentation, including information from the City's historic resources survey and Modesto's Historic Resources Database. Photos should be recent and show all sides of the resource and include close-up photos of distinguishing characteristics.
- 4. Three (3) copies of a updated, complete DPR 523a and/or DPR 523b, as applicable, prepared by a person who meets the Secretary of the Interior's Professional Qualification Standards (see <http://www.modestogov.com/1152/Landmark-Preservation-Commission> for detailed information).
- 5. Photographs of the site and surrounding properties to illustrate context.
- 6. Construction history and building condition, building plans, if available, any alterations to the building, and whether it is located on its original site and date moved, if applicable. This section will include potential threats to the property, including vandalism, zoning, or other factors that could damage the property.
- 7. Historic significance of the property, including any information to support a finding of significance under the criteria described in the Landmark Preservation Ordinance (Title 9, Chapter 10, of the Modesto Municipal Code), including sources (books, documents, personal interviews).
- 8. All applicable filing fees (see adopted fee schedule).

**FOR YOUR INFORMATION:** Staff may deem additional information necessary to adequately review the application, complete environmental review for the project, or make recommendations to the Landmark Preservation Commission. Completion of the application does not presume approval nor staff support of the application. Such approval is discretionary with the Director, Planning Commission, and/or City Council. The Director, Planning Commission, or City Council may deny, modify, or conditionally approve the application.

*In accordance with the requirements of Title II of the Americans with Disabilities Act ("ADA") of 1990, the Fair Employment & Housing Act ("FEHA"), the Rehabilitation Act of 1973 (as amended), Government Code section 11135 and other applicable codes, the City of Modesto ("City") will not discriminate against individuals on the basis of disability in the City's services, programs, or activities. For more information, please visit the City of Modesto website at <https://www.modestogov.com/865/Americans-with-Disabilities-Act-ADA>*

# About Landmarks and Historic Properties

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## **Is my property a landmark?**

For a property to be considered a landmark, it must be listed on Modesto's List of Historic Resources or be included in Modesto's Historic Resources Inventory and determined to meet the designation criteria for historic landmarks by the Landmark Preservation Commission. These properties are determined to be Eligible Historical Resources. Any area and neighborhood surveyed in accordance with the standards established by the California Office of Historic Preservation and determined to meet the designation criteria for historic district by the Landmark Preservation Commission is determined to be an Eligible Historic District. To find out if your property is on the list, please contact the Planning Division.

## **Can I have my property designated a landmark?**

Any property or structure that meets the criteria in the Landmark Preservation Ordinance (Title 9, Chapter 10, of the Modesto Municipal Code) can be designated a Modesto Landmark. The City has already conducted a Historic Resources Inventory and many of those properties are on the City's List of Eligible Historic Resources. Some research on many of these properties has already been conducted. If a property is not on the City's List of Eligible Historic Resources, it may still be designated if it meets the designation criteria, once the property is surveyed.

## **Can I have my neighborhood designated?**

Any neighborhood that meets the criteria in the Landmark Preservation Ordinance (Title 9, Chapter 10, of the Modesto Municipal Code) can be designated a Modesto Historic District. Properties that contribute to the significance of the neighborhood are considered contributing structures and are treated just like a landmark. Newer structures and those that do not contribute to the significance of the neighborhood are considered non-contributing structures. These properties have more flexibility with alterations, but are not eligible for preservation incentives. In order for a neighborhood to be designated, a majority of the properties in the proposed district must be contributing structures.

## **What is the designation process?**

Complete and submit an application with the material identified in the submittal requirements to the Planning Division for review. The Planning Division will research the property with assistance of the McHenry Museum and County Library, to determine the historic significance of the property. A staff report will be prepared and presented to the Landmark Preservation Commission. The Landmark Preservation Commission will hold a public hearing to consider the application and staff report and make a recommendation to City Council. The City Council will then hold a public hearing and decide whether to designate the property a Modesto Landmark.

Modesto's Municipal Code (Title 9, Chapter 10) includes these definitions of historic significance:

- (a) Significance: The quality of the information, example, interest or meaning represented by the site for understanding and appreciating the past, development or culture.
- (b) Historic Significance: Associated with activities, processes, events, trends or persons of importance to the community, state or nation.
- (c) Architectural Significance: Possessing distinctive characteristics of a style, place, period, method or materials of construction, builder or architect.
- (d) Cultural Significance: A significant setting of manmade or natural features (including significant trees or other plant life located thereon), or a combination, possessing meaning primarily by long association or identification with the community and/or its citizens.
- (e) Archaeological Significance: A setting possessing the potential to reveal information important to historic or prehistoric studies.
- (f) Engineering Significance: A work demonstrating a technology, design or method characteristic of a historic period or activity.
- (g) Modesto Landmark Preservation Site: An area, district, building, structure or object, which has been designated for preservation for reasons of its significance by the City Council.