



CITY OF CHULA VISTA  
 PLANNING & BUILDING DEPARTMENT  
 276 Fourth Avenue  
 Chula Vista, CA 91910

Historic Designation  
 APPLICATION FORM

**APPLICANT/OWNER INFORMATION**

Staff Use

Applicant/Owner Name: \_\_\_\_\_  
 Applicant/Owner Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Secondary Owner Name: \_\_\_\_\_  
 Owner Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Case #: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_

**OWNER APPROVAL IS REQUIRED**

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
 DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PROPERTY INFORMATION**

Property Address: \_\_\_\_\_  
 Common name: \_\_\_\_\_ Historic name: \_\_\_\_\_  
 Year Built: \_\_\_\_\_ Approximate Property size (in feet) or approximate acreage \_\_\_\_\_  
 Ownership is: Private \_\_\_\_\_ or Public \_\_\_\_\_  
 Present Use: \_\_\_\_\_ Original Use: \_\_\_\_\_  
 Architectural Style: \_\_\_\_\_  
 Assessor's Parcel Number (Required): \_\_\_\_\_ Zone: \_\_\_\_\_

**HISTORIC/LANDMARK INFORMATION**

Use the reverse side of this form or a separate piece of paper may be attached for questions 1-3.

1. Please describe, in detail, historical aspects of the site or structure as well as any other significant factors which may determine the property as a historic site/landmark (i.e. special aesthetics; cultural, architectural, or engineering factors; and any dates, events, or persons associated with the site or structure). **See attached established criteria for designation.**
2. Has the site or structure been altered in any way from its original design?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, explain)
3. Briefly describe the present physical condition of the property include a rating of poor, fair, good, or excellent.

## **Submittal Requirements**

- Copy of Grant Deed
- Complete legal description of the property
- Any documentation to support that the site meets at least one or more of the six accepted criteria.
- Pictures of the property; (front , back, both sides, and any other defining historic characteristics that will help the governing body make a determination of historic significance and designation.

## **Processing Procedure**

Once the completed application and any additional submittal requirements are submitted, the Planning staff will review the information for completeness. Once the application is reviewed and determined to be complete, a staff member will schedule an appointment for an on-site inspection.

Once a request is approved by staff, a recommendation for review by the RCC (Resource Conservation Commission) will be made. Once approved for designation by the RCC, the application will be forwarded to City Council for final approval.