

# LANDMARK AND HISTORIC DISTRICT NOMINATION FORM

## INFORMATION:

An online **DRP - Base Application - Permits and Reviews** must be completed via EPIC-LA (<https://epicla.lacounty.gov>). Incomplete applications will not be accepted. Please refer to "File an Application" ([planning.lacounty.gov/how-do-i/file-an-application](https://planning.lacounty.gov/how-do-i/file-an-application)).

Applicants are advised to consult with planning staff prior to applying at **213-974-6411** or [info@planning.lacounty.gov](mailto:info@planning.lacounty.gov).

## INSTRUCTIONS

- Prior to completing this form, review [How to Nominate a Landmark or District](#).
- Requirements:
  - Completed Nomination Form;
  - All supplemental application materials

## NAME OF PROPERTY

The name that best reflects the landmark or district's historic importance or was commonly used during the period of significance. The term "property" refers to the entire geographic area being nominated.

### 1. CLASSIFICATION.

Property Type (check one):    Landmark     Historic District

Complete the following for historic districts:

Total number of properties within the district \_\_\_\_\_

Total acreage of district \_\_\_\_\_

Number of properties listed in the County register \_\_\_\_\_

Number of properties listed in the National or State Register \_\_\_\_\_

Total number of contributing properties \_\_\_\_\_

Percentage of contributing properties \_\_\_\_\_

Total number of non-contributing properties \_\_\_\_\_

Percentage of non-contributing properties \_\_\_\_\_

### 2. NARRATIVE DESCRIPTION

Describe the landmark or historic district and current condition of the district on separate continuance sheets or in a report. The narrative should describe the property and its physical characteristics, setting, buildings, and landscape features. It should document the evolution of the property, describing major changes since its construction or period of significance. Use common professional terms when describing buildings, structures, objects, sites, and the district. Define any regional terms that are not commonly understood or in general use.

**3. STATEMENT OF SIGNIFICANCE****Applicable County of Los Angeles Criteria**

The property must exemplify at least one of the following criteria per County Code Section [22.124.070](#): Criteria for Designation of Landmarks and Historic Districts. Indicate which of the criteria best represents the historic and/or cultural character of the district. Each selected criteria must be fully addressed and explained in the Narrative Statement of Significance and substantiated.

- (A.1) It is associated with events that have made a significant contribution to the broad patterns of the history of the nation, State, County, or community.
- (A.2) It is associated with the lives of persons who are significant in the history of the nation, State, County, or community.
- (A.3) It embodies the distinctive characteristics of a type, architectural style, period, or method of construction, or represents the work of an architect, designer, engineer, or builder whose work is of significance to the nation, State, County, or community, or possesses artistic values of significance to the nation, State, County, or community.
- (A.4) It has yielded, or may be likely to yield, information important locally in prehistory or history.
- (A.5) It is listed or has been formally determined eligible by the National Park Service for listing on the National Register of Historic Places, or is listed or has been determined eligible by the State Historical Resources Commission for listing on the California Register of Historical Resources.
- (A.6) It is one of the largest or oldest trees of the species located in the County.
- (A.7) It is a tree, plant, landscape, or other natural land feature having historical significance due to an association with a historic event, person, site, street, or structure, or because it is a defining or significant outstanding feature of a neighborhood.

In addition to at least one of the above criteria, a proposed district must exemplify at least one the following criteria County Code Section [22.124.070](#): Criteria for Designation of Landmarks and Historic Districts:

- (D.1) It exhibits a concentration of historic, scenic or thematic sites, which contribute to each other and are unified aesthetically by plan, physical development or architectural quality, or
- (D.2) It exhibits significant geographical patterns, associated with different eras of settlement and growth, particular transportation modes, or distinctive examples of parks or community planning.

**Periods of Significance** (enter date range(s) for which the property as a whole is significant)

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**Significant Dates** (enter the year of when one or more major events directly contribute to the significance of the property, if applicable)

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**Significant Person(s)** (complete only if Criterion B is marked above)

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**Cultural Affiliation** (complete only if Criterion D is marked above)

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**Architect/Builder** (Enter the full name of person(s) responsible for the design or construction, if known; use a continuation sheet if additional space is needed)

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**Narrative Statement of Significance**

Explain the significance of the landmark or district on separate continuance sheets or in a report. Describe in full detail how the property meets the County of Los Angeles criteria to designate a landmark or historic district. The statement should be concise, factual, well-organized, and in paragraph form. Include only information pertinent to the landmark or district and its eligibility.

**4. MAJOR BIBLIOGRAPHIC REFERENCES**

Cite the primary and secondary sources, books, articles and other sources used in preparing this form on separate continuance sheets or in a report. Use a standard bibliographical style.

**5. PHOTOGRAPHS**

Two primary photos of exterior/main facade: Submit clear and descriptive black and white photographs of the landmark or district. Photographs should give an honest visual representation of the historic integrity of the property. Provide one set of at least 3.5 x 5 inches, up to 8 x 10 inches, labeled preferably in pencil on the back of the photograph. Also, provide a digital set (JPEG format) of the same with each file labeled accordingly.

Provide the following items for a Historic District nomination.

**6. HISTORIC DISTRICT GEOGRAPHICAL DATA**

Submit a map of the proposed historic district.

**7. HISTORIC DISTRICT PROPERTY INVENTORY**

Provide a list of all properties within the district sorted alphabetically by street names and then numerically by address number. For each property: include Assessor Parcel Number, and indicate if the property is a contributor to the proposed district and if the property owner consents to the nomination. A Microsoft Excel spreadsheet is the preferred format.

**8. HISTORIC DISTRICT OWNER CONSENT**

Submit a completed [Owner Consent Form](#) for each property.

**9. HISTORIC DISTRICT NEIGHBORHOOD REPRESENTATIVE (Required for historic district only)**

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

**10. NOMINATION FORM PREPARED BY**

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

**11. SIGNATURE**

By my signature below, I hereby:

- Acknowledge that all documents submitted will become public records under the California Public Records Act, and understand that the documents will be made available upon request to the public for inspection and copying.
- Acknowledge that all photographs and images submitted as part of this application will become the property of the County of Los Angeles, and understand that permission is granted for use of the photographs and images by the County without any expectation of compensation.
- Acknowledge that I have the right to submit or have obtained the appropriate permission to submit all information contained in this application.
- Certify that the information provided in this application, including attachments, is accurate and correct to the best of my knowledge.

*For landmark nominations submitted by the property owner:*

- Certify that I am the property owner and acknowledge that landmark designation may restrict my ability to alter, demolish, reconstruct, rehabilitate, relocate, renovate, or restore the property, and may otherwise limit my use of the property.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_