

## HISTORIC REVIEW PROCESS FOR PERMIT APPLICATIONS (10/2019)



All demolition permit applications require Historic Review. All other permit applications on a designated historic property require Historic Review. Initial review for all permit applications that require Historic Review could take up to 10 business days upon receipt by the Historic Preservation Specialist. Additional materials and further review may be required. All permit applications that require Historic Review shall be routed to the Historic Preservation Specialist through Current Planning or Building and Safety Services staff. Please see below for a quick guide. More information can be found on Fresno's Historic Preservation web page: <https://www.fresno.gov/darm/historic-preservation/>

### Quick Guide:

#### 1. Are you applying for a Demolition Permit?

- Yes** – Initial review could take up to 10 business days. Additional materials and further review may be required. In order to facilitate initial review, please provide 1) current photographs and 2) the reason for the proposed demolition as well as 3) a site plan sketch/aerial map indicating which building or structure is proposed for demolition if the subject property consists of multiple buildings or structures.<sup>a</sup>
- No** – See #2.

#### 2. Are you applying for a permit on a designated historic property?

- Yes** – Initial review could take up to 10 business days. Additional materials and further review may be required. In order to facilitate initial review, please provide 1) a written description for what is existing, what is being proposed and why and 2) visuals for what is existing and what is being proposed, including current photographs and images, drawings, or renderings conveying the proposed work. Once the application has been deemed complete by the Specialist, a determination will be made regarding the level of Historic Review required for the application. See #3.
- No** – This application does not require Historic Review.

#### 3. Does the proposed project entail substantial alteration that has the potential to detract from the historic integrity of the property?<sup>b</sup>

- Yes** – Proposed projects that entail substantial alteration require review by the Historic Preservation Commission (HPC) and will be scheduled for a regularly scheduled meeting agenda once the application has been deemed complete by the Specialist.<sup>c</sup>
- No** – Non-substantial alterations to designated historic properties can be administratively approved by the Specialist once the application has been deemed complete and reviewed.

<sup>a</sup> Once initial review is complete for demolition permit applications – if the property proposed for demolition is 50 years of age or greater and appears to be potentially eligible for historic designation, an evaluation of the property will be required. Evaluations can be completed within 30 calendar days. Upon evaluation, if the property is determined eligible for historic designation, it will be presented to the Historic Preservation Commission and subsequently to City Council if approved. If the property is designated by City Council, environmental review will be required if the owner decides to still pursue demolition. If the property proposed for demolition is already a designated historic property, environmental review will be required.

<sup>b</sup> The answer to this question shall be determined by the Specialist.

<sup>c</sup> Applications must be received no later than 30 calendar days prior to a regularly scheduled meeting (See Historic Preservation Commission Meeting & Submittal Deadlines).