



CITY of CALABASAS

Community Development Department  
Planning Division  
100 Civic Center Way  
Calabasas, CA 91302  
T: 818.224.1600  
F: 818.225.7329

www.cityofcalabasas.com

# HISTORIC PROPERTIES

## Supplemental Application

For Historic Designations, Certificates of Appropriateness, Certificates of Economic Hardship, and Mills Act Contract

### HISTORIC DESIGNATION SUMMARY

Please complete the following to the best of your ability:

#### ARCHITECTURAL DESCRIPTION (Fill in below or complete attached description worksheet):

Architectural Style: \_\_\_\_\_

Description of property: \_\_\_\_\_

#### CONSTRUCTION HISTORY AND CONDITION:

Construction Date: \_\_\_\_\_ Factual \_\_\_\_\_ Estimated \_\_\_\_\_

Architect / Designer: \_\_\_\_\_ Builder / Contractor: \_\_\_\_\_

Condition: \_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair  
\_\_\_\_\_ Poor \_\_\_\_\_ Deteriorated \_\_\_\_\_ Dangerous

Alterations (list all alterations to property): \_\_\_\_\_

Threats to Property: \_\_\_\_\_ None Known \_\_\_\_\_ Development \_\_\_\_\_ Government Project  
\_\_\_\_\_ Vandalism \_\_\_\_\_ Zoning \_\_\_\_\_ Other: \_\_\_\_\_

Is the Structure on its Original Site? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown

If yes, date moved? \_\_\_\_\_

#### Historic Preservation Review

\_\_\_\_\_ Historic Landmark \_\_\_\_\_ Historic District Date of Last Survey: \_\_\_\_\_

\_\_\_\_\_ National/California Register Review \_\_\_\_\_ Historic Landscape Date of Last Evaluation: \_\_\_\_\_

Other: \_\_\_\_\_

Note: A new survey is required if latest survey is over 5 years old or property has substantially changed

**Supplemental Application – Historic Properties**

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**HISTORICAL SIGNIFICANCE** *(attach additional sheets if necessary):*

Briefly State Historical and/or Architectural Importance (include dates, events, and persons associated with the property):

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Sources (list books, documents, surveys, personal interviews with dates):

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**CERTIFICATE OF APPROPRIATENESS SUMMARY**

**Building Area:**

Existing Structures:	_____ sq. ft.	New Structures:	_____ sq. ft.
Existing Floor Area Ratio (FAR):	_____	Proposed Floor Area Ratio (FAR):	_____
No. of Stories (existing):	_____	No. of Stories (proposed):	_____

**CERTIFICATE OF ECONOMIC HARDSHIP SUMMARY**

**Building Area:**

Existing Structures:	_____ sq. ft.	New Structures:	_____ sq. ft.
Existing Floor Area Ratio (FAR):	_____	Proposed Floor Area Ratio (FAR):	_____
No. of Stories (existing):	_____	No. of Stories (proposed):	_____

**WAIVER OF CERTIFICATE OF APPROPRIATENESS**

When alterations, restorations, rehabilitations, remodeling, and additions to historical resources are accomplished in substantial accordance with the guidelines set forth in Section 17.36.090 of the Municipal Code, as determined by the City Historic Preservation Officer, a certificate of appropriateness from the historic preservation commission is not required prior to issuance of a building permit.

*Please select which of the following categories (if any) the project may be classified as:*

- Roofing*
  
- Foundation*
  
- Chimney*
  
- Construction, demolition or alteration of side, rear and front yard fences*
  
- Landscaping, unless the property is designated as an historic landscape or the historic landmark or district designation specifically identifies the landscape, layout, features, or elements as having particular historical, architectural, or cultural merit*
  
- Wall or monument signs*
  
- Additions under five hundred (500) square feet not visible from a public right-of-way*
  
- Accessory structures not visible from a public right-of-way*

THE FOLLOWING TO BE COMPLETED BY PLANNING STAFF

The above project, located at \_\_\_\_\_, has been reviewed by the City Historic Preservation Officer, who has determined that the project is in substantial conformance with the guidelines set forth in Section 17.36 of the Municipal Code and qualifies for a waiver of Certificate of Appropriateness for the following reasons:

\_\_\_\_\_  
Signature  
Historic Preservation Officer (or designee)

\_\_\_\_\_  
Date

**MILLS ACT CONTRACT - REHABILITATION PLAN/MAINTENANCE LIST**

Please use this form to propose all preservation work necessary to rehabilitate the property. Copy this form as necessary to include all work items because most applications will have more than three items in their work plan. Include all of the expected maintenance, restoration and replacement of historic features on the property (including electrical and plumbing, etc.) to be completed within the next ten years, not modernization or construction of new elements. Staff may request documentation of stated costs upon review.

All work must comply with the *Secretary of the Interior’s Standards for Rehabilitation* and must obtain a **Certificate of Appropriateness**.

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- Maintenance
  - Restoration
  - Replacement/Replication

Building Feature: \_\_\_\_\_

Cost \$ \_\_\_\_\_ (round to nearest dollar)      Contract Year of Proposed Completion of Work: \_\_\_\_\_

Description of Work:

\_\_\_\_\_

- 
- Maintenance
  - Restoration
  - Replacement/Replication

Building Feature: \_\_\_\_\_

Cost \$ \_\_\_\_\_ (round to nearest dollar)      Contract Year of Proposed Completion of Work: \_\_\_\_\_

Description of Work:

\_\_\_\_\_

- 
- Maintenance
  - Restoration
  - Replacement/Replication

Building Feature: \_\_\_\_\_

Cost \$ \_\_\_\_\_ (round to nearest dollar)      Contract Year of Proposed Completion of Work: \_\_\_\_\_

Description of Work:

\_\_\_\_\_

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**MILLS ACT CONTRACT – FINANCIAL ANALYSIS FORM**

**STEP 1: DETERMINE ANNUAL INCOME OF PROPERTY**

ANNUAL PROPERTY INCOME	CURRENT	EXPLANATION
1. Monthly Rental Income		Even if the property is owner occupied, an estimated monthly rental income is needed as a basis for this formula
2. Annual Rental Income		Multiply Line 1 by 12

**STEP 2: CALCULATE ANNUAL OPERATING EXPENSES**

ANNUAL OPERATING EXPENSES	CURRENT	EXPLANATION
3. Insurance		Fire, Liability, etc.
4. Utilities		Water, Gas, Electric
5. Maintenance		Maintenance includes: painting, plumbing, electrical, gardening, cleaning, mechanical, heating repairs, and structural repairs
6. Management		
7. Other Operating expenses		Security, services, etc. Provide breakdown on separate sheet
8. TOTAL EXPENSES		Add Lines 3 through 7

**STEP 3: DETERMINE ANNUAL NET INCOME**

NET OPERATING INCOME	CURRENT	EXPLANATION
9. Net Total		Line 2 minus Line 8

**STEP 4: DETERMINE CAPITALIZATION RATE**

CAPTILIZATION	CURRENT	EXPLANATION
10. Interest component		As determined by the State Board of Equalization
11. Historic property Risk component		Single-family home = 4.0% All other property = 2.0%
12. Property Tax Component	1.0%	0.01 times the assessment ratio of 100%
13. Amortization Component (reciprocal of life of property)		If the life of the improvement is 20 years, use $100\% \times 1/20 = 5\%$
14. Total = Capitalization rate		Add Lines 10 through 13

**STEP 5: CALCULATE NEW ASSESSED VALUE**

NET ASESED VALUE	CURRENT	EXPLANATION
15. Mills Act Assessed Value		Line 9 divided by Line 14

**STEP 6: DETERMINE ESTIMATED TAX REDUCTION**

CAPITALIZATION	CURRENT	EXPLANATION
16. Current Tax		General tax Levy only – do not include voted indebtedness or other direct assessments
17. Tax under Mills Act		Line 15 multiplied by 0.01
18. Estimated Tax Reduction		Line 16 minus Line 17



# Application Filing Requirements

## SUBMITTAL CHECKLIST

### MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate materials and documents to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal. This checklist is not used to determine whether a project application is complete for purposes of the Permit Streamlining Act.

#### Certificate of Appropriateness:

- Completed *General Land Use and Development Application* and filing fees.
- Completed *Supplemental Application – Historic Properties*
- Completed Supplemental Application – *Environmental Assessment Information*.
- Completed *Environmental Mitigation Plans Checklist*.
- Three (3) complete sets of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package and folded to 8½”X11”. Plans shall include the following:
  - Site Plan (Existing and Proposed) with Site coverage and Pervious Surface Calculations
  - Floor Plan(s) (Existing and Proposed)
  - Roof Plans (Existing and Proposed)
  - Elevations (All Sides, Existing and Proposed)
  - Landscape Plan (if applicable)
  - Demolition Plan (if applicable)
  - Photometric Plan (if applicable)
- Ten (10) complete set of required plans reduced to 11”X17”.
- One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections reduced to 11”X17”.
- One (1) color and materials samples mounted on an 8½”X11” board.
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
- A complete description of the proposed Certificate of Appropriateness, including, but not limited to, the improvements proposed for the property, and answers to the following questions:
  1. How the proposed project does not detrimentally change, destroy or adversely affect any significant architectural feature of the historic resource?

2. How the proposed project does not detrimentally change, destroy or adversely affect character of the historic resource?
3. How the proposed project is compatible with the exterior features of other improvements within the area?
4. How the proposed project does not adversely affect or detract from the character of the area?

- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

#### APPLICATION REVIEW AND APPROVAL BODIES:

Development Review Committee  
Historic Preservation Commission

#### Certificate of Economic Hardship:

- Completed *General Land Use and Development Application* and filing fees.
- Completed *Supplemental Application – Development*
- Completed Supplemental Application – *Environmental Assessment Information*.
- Requirements for a Certificate of Appropriateness Application
- Cost estimates of the proposed construction, alteration, demolition, or removal, and an estimate of the additional cost(s) that would be incurred to comply with the recommendations of the Commission for issuance of a Certificate of Appropriateness.
- A rehabilitation report from a licensed engineer or architect with expertise in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation.
- A Market Value report that includes the following:

**Supplemental Application – Historic Properties**

1. Estimated market value of the property in its current condition; estimated market value after completion of the proposed construction, alteration, demolition, or removal; after any change recommended by the Commission; and in the case of a proposed demolition, after renovation of the existing property for continued use.
2. In the case of a proposed demolition, an estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experiences in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property and its market value for continued use after rehabilitation.
3. For income-producing properties, information on annual gross income, operating and maintenance expenses, depreciation deductions and annual cash flow after debt service, current property value appraisals, assessed property valuations, real estate taxes, and any other information considered necessary by the Commission to determine whether substantial evidence of economic hardship exists.
4. Remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two years.
5. All appraisals obtained within the previous two years by the owner or applicant in connection with the purchase, financing, or ownership of the property.
6. Amount paid for the property, if purchased within the previous thirty-six (36) months, the date of purchase, and the party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased, and any terms of financing between the seller and buyer; any listing of the property for sale or rent, price asked, and offers received, if any, within the previous two (2) years.

A complete description of the proposed Certificate of Economic Hardship, including, but not limited to, the reasons for the hardship, and answers to the following questions:

1. How will denial of the application will diminish the value of the subject property so as to leave substantially no value.
2. How is sale or rental of the property is impractical, when compared to the cost of holding such property for uses permitted in this zone?
3. Has an adaptive reuse study has been conducted and found that utilization of the property for lawful purposes is prohibited or impractical?
4. How rental of the property in its current condition at a reasonable rate of return is not feasible?
5. How the denial of the Certificate of Appropriateness would damage the owner of the property unreasonably

in comparison to the benefit conferred to the community?

6. How all means of involving City sponsored incentives, such as transfer of development rights, tax abatements, financial assistance, building code modifications, changes in the zoning ordinance, loans, grants and reimbursements, have been explored to relieve possible economic disincentives?

Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.

Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

**APPLICATION REVIEW AND APPROVAL BODIES:**

Development Review Committee  
Historic Preservation Commission

**Historic Designation:**

Completed *General Land Use and Development Application* and filing fees.

Completed *Supplemental Application – Historic Properties*

Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.

Copies of historic photos, plans or other information, if available.

Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

**APPLICATION REVIEW AND APPROVAL BODIES:**

Historic Preservation Commission  
City Council

**Mills Act Contract:**

Completed General Land Use and Development Application and filing fees.

Completed *Supplemental Application – Historic Properties*

A copy of the latest grant deed for the property

Pictures of the building interior and exterior. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description,

**Supplemental Application – Historic Properties**

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and diagram or site plan showing the point and direction for each photograph taken.

- One (1) complete set of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*.
  - Site Plan
  - Floor Plan(s)
  - Roof Plans
  - Elevations
  
- One (1) complete set of required plans reduced to 11”X17”.
  
- Completed “rehabilitation plan/maintenance list” of the work to be completed within the ten-year contract period, including cost estimates and the year in which the work will be completed (attached).
  
- A statement, if applicable, describing how the property is threatened by deterioration, abandonment, or conflicting zoning regulations; and/or how property tax reduction is necessary to facilitate preservation of the property.
  
- Completed “financial analysis form.”
  
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.