



CITY OF PACIFIC GROVE

Community Development Department – Planning Division

300 Forest Avenue, Pacific Grove, CA 93950

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Permit & Request Application

for Initial Historic Screening (IHS)

App. # _____

An Initial Historic Screening (IHS) is a preliminary step that may or may not rule out the need for a Phase 1 Historic Assessment. If the property is considered to be ineligible for listing on the City's Historic Resources Inventory (HRI), a Preliminary Determination of Ineligibility will be prepared by the Historic Resources Committee (HRC). The HRC will forward its recommendation to the Chief Planner as to whether a Phase 1 Historic Assessment should be prepared. The Chief Planner will either 1) issue a Final Notice of Ineligibility, or 2) determine that a Phase 1 Historic Assessment is required. The Chief Planner has final authority as to whether or not a Phase 1 Historic Assessment will be required.

Submittal Requirements:

1. Signed and dated CDD Permit IHS Supplement
2. Proof of age of structure
3. Copies of any original information pertaining to the subject property (original plans, photographs, original deed, name of original owner, name of original builder, etc.). Any information or documentation that you can supply will help minimize processing time.

PLEASE NOTE: If an IHS request is made on or before the 15th of the month, the Preliminary Determination of Ineligibility will be placed on the following month's HRC meeting agenda. The HRC meets on the 2nd Wednesday of each month, as needed.

Determining the Historic Significance of a Structure

Under state law, all structures 50 years of age or older, and not listed on the National or State Historic Registers, or the City of Pacific Grove HRI, must be evaluated as to its historic significance prior to an owner moving forward with exterior alterations to the structure. The City of Pacific Grove has the following methods for determining the historic significance of a structure.

IHS Request

The quickest and least costly method is to request an IHS by filling out the form on the opposite side of this page and submitting it, along with a nominal fee, to CDD. Requests received by the 15th of the month will be scheduled for the following month's HRC meeting agenda. The HRC meets on the second Wednesday of the month. At the HRC meeting, the Committee will make one of two possible decisions:

1. The structure is ineligible as a Historic Resource. No Phase 1 Historic Assessment will be required as part of a subsequent development application; or
2. A determination of ineligibility cannot be made. A Phase 1 Historic Assessment will be required before moving forward with any exterior alterations to the structure.

Historic Determination with Phase 1 Historic Assessment

If the IHS process concludes that a determination of ineligibility cannot be made, a Phase 1 Historic Assessment will need to be prepared, and submitted with either a Historic Determination application – or - if the Phase 1 Historic Assessment for the property indicates that the existing structure is ineligible for listing on the National, State and City of Pacific Grove HRI, you may opt to take the Phase 1 Historic Assessment, along with proposed plans for exterior alterations, directly to the ARB for consideration. However, if the ARB has questions or concerns regarding the Phase 1 Historic Assessment, they have the authority to refer the item to the HRC for a final determination of historic status.

Once a Historic Determination application, fee, and materials have been submitted to CDD, the item will be assigned to a Planner for review. Applications deemed complete by the last day of the month will be placed on the following month's HRC meeting agenda. At the HRC meeting, the Committee will make one of two possible determinations:

1. The structure is eligible for listing on the City's HRI. Action will be taken at the meeting to formally add the structure to the HRI in accordance with Section 23.76.030 of the Pacific Grove Municipal Code; or
2. The structure is not eligible for listing on the HRI. A development application may be processed without further historic review.

Pursuant to Code Section 23.76.120, any person not satisfied with an action of the HRC may appeal such action to the City Council. An appeal must be filed with CDD within ten calendar days of the HRC action.