

How To Apply

Prior to filing an application, you may call the Planning Division to speak with a staff planner to discuss your project and determine if a Certificate of Appropriateness will be required (or if it may be exempt). The information provided in this brochure is a general overview and may not address every possible type of project or circumstance.

To view or download the application form, go to <https://www.redlands.gov/historic-preservation/> and click on the Permits & Application Forms button at the top of the page. Scroll down to find the "Application Form for Certificate of Appropriateness" (includes submittal requirements and checklist).

Under the Documents & Resources button, you may also find the City's *Historic Design Manual*, draft *Historic Architectural Design Guidelines*, and the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

For more information:

If you have any questions about the permit process or how to apply, please contact Planning Division staff during regular business hours.

Planning Division public counter:
**(909) 798 - 7555 extension 1,
then press 1 for Planning**



Development Services Department Planning Division

35 Cajon Street, Suite 20
Redlands, CA 92373

Phone: (909) 798 - 7555 ext. 1, and press 1

For further information or permit assistance:

<https://www.redlands.gov/historic-preservation/>



"Certificate of Appropriateness"



Within local historic districts and for locally-designated historic properties or landmarks, many types of proposed alterations or changes to the historic structure may require a permit called a "Certificate of Appropriateness."

Certificate of Appropriateness

A "Certificate of Appropriateness" is a permit process that ensures any proposed changes or alterations to designated historic properties and structures located within a historic district are compatible and consistent with the historic character and architectural qualities of the subject property or district.

Section 2.62.200(D) of the Redlands Municipal Code states:

"Certificates of appropriateness for minor improvements where proposed work does not adversely affect the exterior architectural features of the historic resource nor adversely affect the character or historical, architectural, or aesthetic interest or value of the resource and its site, may be approved by the preservation officer. Alterations in urban conservation districts may be approved by the preservation officer except that major alterations to designated landmarks and historic properties within an urban conservation district shall be reviewed by the commission.

The preservation officer shall inform the commission in writing of decisions regarding minor alterations. All such decisions go into effect within ten (10) days following presentation to the commission unless appealed or called up for review by the commission or city council."

Minor Certificate of Appropriateness

Minor alterations or improvements include:

1. Construction of a new garage or non-habitable accessory structure that is not visible from the street;
2. Modification of architectural details, such as window trim or cornice trim;
3. All alterations in Urban Conservation Districts, except to designated landmarks and historic properties;
4. Alterations to non-historic structures (i.e., those less than 50 years of age) in Historic and/or Scenic Districts;
5. Lot Line Adjustments;
6. Re-roof or replacement of roofing material;
7. New signs;
8. New fences or walls; and,
9. Minor Improvements of any of the following types:
 - a. Additions of 200 square feet of floor area, when located to the rear of the structure and not visible from the public right-of-way.
 - b. New door or window openings, consistent in material and size to existing openings, on side and rear elevations.
 - c. Unenclosed decks or covered patios, 200 square feet or less, when located on the side and rear elevation, and not visible from the public right-of-way.

Major Certificate of Appropriateness

Major alterations or improvements include:

1. New Construction of dwellings or guest houses;
2. Demolition of structures;
3. Moving or relocating a structure;
4. Subdivision (creating new lots) or lot split;
5. Alteration of major wall material;
6. New window or door sizes or new openings on locations that are visible from the street;
7. Construction of a new garage or non-habitable accessory structure when visible from the street; and,
8. Additions of floor area of any of the following types:
 - a. When visible from the public right-of-way;
 - b. Enclosing open porches in front; or,
 - c. Adding over 200 square feet of floor area.

