

HOW TO GET YOUR PROPERTY  
LISTED ON THE  
GLENDALE REGISTER OF HISTORIC RESOURCES



*If your home is an exceptional architectural example of a particular period/character or your property has a distinguished history or perhaps your property was home to a distinguished person, you should consider having it placed on the Glendale Register of Historic Resources. There are financial incentives available for the owner of a listed residential or commercial property – not to mention the reward of making an extraordinary contribution to Glendale's heritage!*

## WHAT ARE THE QUALIFYING REQUIREMENTS?

These are the legal criteria for getting a property listed on the Glendale Register of Historic Resources. The individual property in question must meet one or more of these criteria:

- The proposed historic resource is identified with important events in national, state, or city history, or exemplifies significant contributions to the broad cultural, political, economic, social, or historic heritage of the nation, state, or city;
- The proposed historic resource is associated with a person, persons, or groups who significantly contributed to the history of the nation, state, region, or city;
- The proposed historic resource embodies the distinctive and exemplary characteristics of an architectural style, architectural type, period, or method of construction; or represents a notable work of a master designer, builder or architect whose genius influenced his or her profession; or possesses high artistic values;
- The proposed historic resource has yielded, or has the potential to yield, information important to archaeological pre-history or history of the nation, state, region, or city; and/or
- The proposed historic resource exemplifies the early heritage of the city.

Some good places to start the research on your property's history are the Central Library Special Collections, the city of Glendale Building Department/Permits, and the city of Glendale Planning Division (818-548-2140). Attached is the application form. Make sure when you apply for listing to attach good photographs of your property highlighting its character defining features.

## **APPLICATION FOR LISTING ON THE GLENDALE REGISTER OF HISTORIC RESOURCES**

The Historic Preservation Commission and the Planning Department welcome your interest in the Glendale Register of Historic Resources. The Glendale Register is the City's official list of designated historic resources.

The attached application provides us with background information about your property to evaluate if it meets the criteria for the Glendale Register. The criteria can be found in the Historic Preservation Ordinance which is a part of the City's Municipal Code (Section 15.20), and on the City's website at <http://www.ci.glendale.ca.us/gmc/15.20.htm>. The more research and information you provide, the stronger your application will appear.

### **QUICK FACTS**

- There are no fees for the Glendale Register application. However, the installation of bronze historical landmark plaque on the property is required. This cost is incurred by the property owner and is approximately \$700.00.
- Owner consent is required.
- In most cases, only the exterior of the building is considered.
- The Historic Preservation Commission conducts a hearing and makes a recommendation to the City Council.
- The City Council conducts a hearing and makes the final decision on which properties to add to the Glendale Register.

### **APPLICATION PROCESS**

1. Planning staff reviews the application and inspects the property to determine if it meets the eligibility requirements, and writes a report, with a recommendation, to the Historic Preservation Commission (HPC).
2. The HPC holds a public hearing. HPC meetings are held on the fourth Monday of the month, at 2 p.m. The HPC makes a recommendation to the City Council concerning the request for inclusion on the Glendale Register.
3. The City Council conducts a hearing and makes the final decision on adding a property to the Glendale Register. If you are also applying for a Mills Act Contract, you *must* include your assessor's parcel number and complete legal description on both application forms. Only properties on the Glendale Register are eligible for the Mills Act.

For more information, call the Planning Department at 818/548-2140.

***SEE PAGE 2 FOR INFORMATION ON REQUIRED PHOTOGRAPHS AND  
REQUIRED LEGAL DESCRIPTION OF YOUR PROPERTY.***

## **INSTRUCTIONS ON SUBMITTING PHOTOGRAPHS**

Please include photographs of subject property and all buildings on site. Include photos that show the property and its surroundings, architectural details, building shape, and angles of building from all sides. Photos of the interior should be included if the property is commercial, public, or quasi-public, or residential if the property has a high degree of historic significance (for example, the “Doctors’ House”, Glendale Register No. 6).

## **LEGAL DESCRIPTION**

Please include a copy of the Grant Deed for your property. If you don’t already have a copy, one may be obtained by contacting your title insurance company, or by obtaining a Property Profile from a realtor.

## **SOURCES OF INFORMATION**

A HANDBOOK FOR RESEARCHING HISTORIC BUILDINGS IN GLENDALE  
[www.ci.glendale.ca.us/planning/preservation/GlendaleHistoricalResearchGuide.pdf](http://www.ci.glendale.ca.us/planning/preservation/GlendaleHistoricalResearchGuide.pdf)

GLENDALE DESIGN GUIDELINES FOR ADOPTED HISTORIC DISTRICTS  
Planning Division, 633 E. Broadway, Room 103, Glendale, Ca, 91206, 818/548-2140

GLENDALE BUILDING PERMITS  
Building and Safety Section,. 633 E. Broadway, Room 101, Glendale, Ca, 91206, 818/548-3200

## **PREVIOUS OCCUPANTS**

Glendale City Directories, housed in the Special Collections room of the Glendale Public Library, 222 E. Harvard Street, Glendale, Ca, 91205, 818/548-2037

## **MORE INFORMATION: HISTORIC PRESERVATION, PLANNING DIVISION**

Planning Division, 633 E. Broadway, Room 103, Glendale, Ca, 91206, 818/548-2140  
[http://www.ci.glendale.ca.us/planning/historic\\_preservation.asp](http://www.ci.glendale.ca.us/planning/historic_preservation.asp)

**SAMPLE LETTER  
REQUESTING LISTING ON THE GLENDALE  
REGISTER OF HISTORIC RESOURCES**

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[Date]

City of Glendale Department of Community Development  
Planning Division  
633 E. Broadway, Room 103  
Glendale, CA 91206  
Attn: Director of Community Development

SUBJECT: [Address of Property]

Dear Director of Community Development,

Please accept this letter and application packet as my formal request for the City of Glendale Historic Preservation Commission to recommend to the Glendale City Council that the above referenced property be formally and officially designated an Historic Resource pursuant to Glendale Municipal Code Section 15.20. I understand that once my property is on the local register, I am eligible to apply for property tax relief for continued preservation of my property under the Mills Act Property Tax Abatement Program, which will require a separate application. I understand that other incentives may be available to me as a result of listing. I also understand that future modifications of my property may require approval by the Glendale Historic Preservation Commission and will be done according to the City's Design Guidelines and the Secretary of Interior's Standards for Rehabilitating Historic Buildings.

This letter constitutes my written permission as the property's current owner of record for such designation.

I have enclosed an application, photographs, and information about the property. Please contact me if there are any questions or you need additional information.

I can be reached at [best number to call] and also by email at [email address (*if applicable*)].

Sincerely,  
[NAME/ADDRESS OF APPLICANT(s)]

Attachment: Application and photos

# **CITY OF GLENDALE**

## **GLENDALE REGISTER OF HISTORIC RESOURCES APPLICATION**

### **Submit to:**

**Permit Services Center  
City of Glendale, CA  
633 East Broadway, Room 101  
Glendale, CA 91206-4386**

**TYPE OR HAND PRINT \* ATTACH ANY SUPPORTING INFORMATION**  
For questions, call the Planning Department at 818/548-2140

**IDENTIFICATION**

- 1. HISTORIC NAME OF PROPOSED RESOURCE (if any) \_\_\_\_\_
- 2. STREET ADDRESS (include all addresses associated with the property)  
\_\_\_\_\_ ZIP CODE \_\_\_\_\_
- 3. ASSESSOR'S PARCEL NO(s) \_\_\_\_\_
- 4. COMPLETE LEGAL DESCRIPTION (attach legal description): TRACT \_\_\_\_\_  
BLOCK \_\_\_\_\_ LOT(s) \_\_\_\_\_
- 5. OWNER(s) \_\_\_\_\_  
ADDRESS (if different from above) \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIPCODE \_\_\_\_\_  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_
- 6. PRESENT USE \_\_\_\_\_ ORIGINAL USE \_\_\_\_\_

**PROPERTY DESCRIPTION**

**Describe as much as possible about the history of the structure. It is required that copies of any articles, information, or other supplementary documentation to support this application be attached.**

- 7. ARCHITECTURAL STYLE, INCLUDING ARCHITECTURAL DETAILS AND CHARACTER DEFINING FEATURES.  
Attach additional pages if necessary. (For residential use, please see the Glendale Design Guidelines for Adopted Historic Districts, "Sources of Information")

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 8. YEAR BUILT: \_\_\_\_\_ SOURCE OF INFORMATION: \_\_\_\_\_
- 9. ORIGINAL ARCHITECT (if known) \_\_\_\_\_
- 10. ORIGINAL BUILDER (if known) \_\_\_\_\_
- 11. DATES OF ENCLOSED PHOTOGRAPHS (see attached instructions for submitting photographs) \_\_\_\_\_
- 12. SQUARE FOOTAGE (if known) \_\_\_\_\_

13. ALTERATIONS AND DATES OF ALTERATIONS (based on building permits, physical analysis, oral information, see attached "Sources of Information" for obtaining City building permit records, attach additional pages in necessary):

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14. IS THE STRUCTURE (check one):  ON ITS ORIGINAL SITE  MOVED  UNKNOWN

15. LIST NAMES, OCCUPATIONS, AND TENURE OF ALL PREVIOUS OWNERS AND OCCUPANTS, IF KNOWN (see attached "Sources of Information" for obtaining prior ownership information):

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**18. CRITERIA FOR INCLUSION IN THE GLENDALE REGISTER**

In order to qualify for inclusion on the Glendale Register, the proposed resource must meet at least one of the following criteria. Please explain how the proposed resource meets one or more of the following criteria. A proposed resource does not need to meet all criteria in order to qualify for the Glendale Register. However, if the proposed resource meets more than one criterion, please include all information in this application. If a criterion is inapplicable, indicate "Not Applicable". Attach additional pages, if necessary. Identify the source from where the information was obtained and provide copies of any supporting information and documentation with this application.

**CRITERION 1**

**IS THE PROPOSED HISTORIC RESOURCE IDENTIFIED WITH IMPORTANT EVENTS IN NATIONAL, STATE, OR CITY HISTORY, OR DOES IT EXEMPLIFY SIGNIFICANT CONTRIBUTIONS TO THE BROAD CULTURAL, POLITICAL, ECONOMIC, SOCIAL, OR HISTORIC HERITAGE OF THE NATION, STATE, OR CITY? IF SO, PLEASE DESCRIBE:**

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**CRITERION 2**

**IS THE PROPOSED HISTORIC RESOURCE ASSOCIATED WITH A PERSON, PERSONS, OR GROUPS WHO SIGNIFICANTLY CONTRIBUTED TO THE HISTORY OF THE NATION, STATE, REGION, OR CITY? IF SO, PLEASE DESCRIBE:**

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**CRITERION 3**

**DOES THE PROPOSED HISTORIC RESOURCE EMBODY THE DISTINCTIVE AND EXEMPLARY CHARACTERISTICS OF AN ARCHITECTURAL STYLE, ARCHITECTURAL TYPE, PERIOD, OR METHOD OF CONSTRUCTION; OR REPRESENT A NOTABLE WORK OF A MASTER DESIGNER, BUILDER OR ARCHITECT WHOSE GENIUS INFLUENCED HIS OR HER PROFESSION; OR POSSESS HIGH ARTISTIC VALUES? IF SO, PLEASE DESCRIBE:**

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**CRITERION 4**

**HAS THE PROPOSED HISTORIC RESOURCE YIELDED, OR HAVE THE POTENTIAL TO YIELD, INFORMATION IMPORTANT TO ARCHAEOLOGICAL PRE-HISTORY OR HISTORY OF THE NATION, STATE, REGION, OR CITY? IF SO, PLEASE DESCRIBE:**

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**CRITERION 5**

**DOES THE PROPOSED HISTORIC RESOURCE EXEMPLIFY THE EARLY HERITAGE OF THE CITY? IF SO, PLEASE DESCRIBE:**

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**19. PLEASE STATE ANY ADDITIONAL FACTS PERTAINING TO THE PROPERTY THAT WAS NOT ADDRESSED ABOVE.**

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**20. OWNER CONSENT FORM**

**I Certify That I Am The Current Property Owner Of Record (Include All Owners):**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

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Date