

City of Laguna Beach Heritage Committee

Requirements for HERITAGE COMMITTEE REVIEW Submittals

The Heritage Committee *usually* meets on the 3rd Monday of each month at 6:00 PM at the City of Laguna Beach, 505 Forest Avenue in the Council Chambers. Please check with City Staff for upcoming meeting dates and submittal deadlines.

PLEASE PROVIDE EIGHT (8) COPIES OF THE FOLLOWING ITEMS:

- _____ Application for placement on the Historic Register (if applicable). If the structure is currently on the Register, there is no need to complete a new application.
- _____ Historic Assessment or SOIS Report.
- _____ Letter of explanation (include owner's name/applicant's name & contact information).
- _____ Photographs of existing site conditions on 8.5 x 11 paper. Please use color photographs taken from front, back, and both side views. Maximum 4 photos per paper.
- _____ If proposed improvements/additions are contemplated, please provide a site plan, floor plans, exterior elevations, and any other documents to explain the proposed alterations (11"x 17" only).
- _____ Staking additions and exterior alterations is suggested. The Committee often asks the applicant to return at a future meeting if the addition is not staked.
- _____ Provide copies of any historic photos, publications, etc.
- _____ Provide any additional documentation to clearly represent any proposed additions – renderings, color & material samples.
- _____ Collate **all** items submitted into eight (8) complete sets for distribution to the Heritage Committee members and the property file.

REVISED 2/10/21