

## **ELIGIBILITY REVIEW FOR LISTING ON THE ONTARIO REGISTER**

### **Historic Preservation Program**

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City of Ontario Planning Department: 303 East B Street, Ontario, California 91764 Phone: 909.395.2036 / Fax: 909.395.2420

Dear Property Owner,

As you may know, City Council, on the recommendation of the Historic Preservation Commission, has declared over 90 buildings and sites as Historic Landmarks and over 400 as contributing structures in Ontario's eight Historic Districts. Unfortunately, many of the properties originally surveyed by the City in the early 1980s have lost their integrity and historical significance or they have not been surveyed yet. The Ontario Register has over 1,500 properties listed and continues to review properties for eligibility to the list.

Property owners may request that a property be removed from or added to the Ontario Register. If it is determined that your property does not meet the designation criteria of the Historic Preservation Ordinance, the property will be removed from the Ontario Register. If it is determined that your property does meet the designation criteria of the Historic Preservation Ordinance, the property will be added to the Ontario Register.

To request eligibility review for listing on the Ontario Register, you may complete an application form and submit it to the Planning Department. Please note that any evaluation will be good for 5 years. A property will only be evaluated if a new survey has been prepared, the original survey is over 5 years old, and an evaluation has not been made within the last 5 years.

If you have any questions, call the Planning Department (909) 395-2036.

Respectfully,

A handwritten signature in blue ink, appearing to read "H. Noh".

Henry K. Noh  
Planning Director

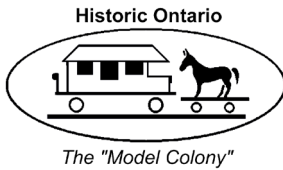
**ATTENTION!**

The City of Ontario strives to provide you with efficient and effective service in a businesslike manner. We are committed to the principle that every interaction you have with the City must be based on honesty and integrity.

City employees are prohibited by law from soliciting or accepting money, services, or gifts of any kind in connection with the discharge of their duties.

If you are approached or are aware of any violation of this policy, please immediately contact any of the following:

Scott Ochoa, City Manager..... (909) 395-2396 or [sochoa@ontarioca.gov](mailto:sochoa@ontarioca.gov)  
Mike Lorenz, Police Chief..... (909) 395-2710 or [mlorenz@ontarioca.gov](mailto:mlorenz@ontarioca.gov)  
Ethics Line ..... (800) 500-0333



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### **ONTARIO'S HISTORIC PROPERTIES**

#### **Is my property Historic?**

For a property to be considered historic, the property had to be listed on the Ontario Register prior to September 1, 2003 or surveyed at the intensive level in accordance with the standards set forth by the California Office of Historic Preservation after September 1, 2003 and determined to meet the designation criteria for historic landmarks by the Historic Preservation Subcommittee. These properties are determined to be Eligible Historical Resources. Any area and neighborhood surveyed at the Intensive level in accordance with the standards set forth by the California Office of Historic Preservation and determined to meet the designation criteria for historic districts by the Historic Preservation Subcommittee is determined to be an Eligible Historic District. To find out whether your property is on the list, please contact the Planning Department.

All applications are submitted to the Planning Department for review. The Planning Department researches the property, with assistance from the Model Colony Local History Room, to determine the historic significance of the property. A staff report is prepared and taken before the Historic Preservation Subcommittee. The Historic Preservation Subcommittee reviews the application and makes a recommendation to the Historic Preservation Commission. A public hearing is held before the Historic Preservation Commission. Historic Preservation Commission then makes a recommendation to the City Council. City Council holds a public hearing and determines whether to designate the property.

#### **Historic Landmarks – Can I have my property removed?**

Any property / structure that does not meet the criteria in the Historic Preservation Ordinance (Section 4.02.040 of the Ontario Development Code) may be removed from the Ontario Register. The criteria are also contained below.

### **MINIMUM FILING REQUIREMENTS**

The minimum requirements for filing a Eligibility Review For Listing On The Ontario Register application are listed below and shall be submitted through our Citizen Portal Access website at <https://automation.ontarioca.gov/onlinePermits>. Unless noted below, each item below shall be labeled accordingly and must be in **PDF file format**. An application that does not include the following documents and information will not be accepted for processing:

1. A completed application form.
2. Pictures of the property and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, TIF, or PSD; provided a list is also submitted with the file name, date the photo was taken, the photographer, and brief description.

### **ONTARIO DESIGNATION CRITERIA**

**Historic Landmarks.** Any Historical Resource may be designated an Historic Landmark by the City Council pursuant to Section 4.02.040 if it:

1. It meets the criteria for listing in the National Register of Historic Places; or
2. It meets the criteria for listing in the California Register of Historic Resources; or
3. It meets one or more of the following criteria:
  - a. It exemplifies or reflects special elements of the City's history;
  - b. It is identified with persons or events significant in local, state, or national history;
  - c. It is representative of the work of a notable builder, designer, architect, or artist;
  - d. It embodies distinguishing architectural characteristics of a style, type, period, or method of construction;

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- e. It is a noteworthy example of the use of indigenous materials or craftsmanship;
- f. It embodies elements that represent a significant structural, engineering, or architectural achievement or innovation;
- g. It has a unique location, a singular physical characteristic, or is an established and familiar visual feature of a neighborhood, community or the City; or,
- h. It is one of the few remaining examples in the City, region, state, or nation possessing distinguishing characteristics of an architectural or historical type or specimen.
- i. It has yielded, or is likely to yield, information important to the City's history or pre-history.

If a property is within an Eligible Historic District, the District must also be evaluated for significance and the property must be evaluated to determine if it contributes to the significance of the District.

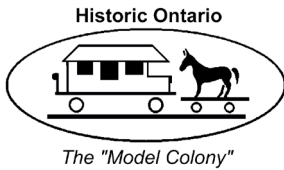
**EVALUATION CONSIDERATIONS**

**Integrity.** In addition to having significance, resource(s) must have integrity for the time in which it is significant. The period of significance is the date or span of time within which significant events transpired, or significant individuals made their important contributions. Integrity is the authenticity of a historical resource's physical identity as evidenced by the survival of characteristics or historic fabric that existed during the resource's period of significance. Only after significance has been established, should the issue of integrity be addressed. The following should be considered when evaluating properties for integrity.

1. **Design.** Any alterations to the property should not have adversely affected the character defining features of the property. Alterations to a resource or changes in its use over time may have historical, cultural, or architectural significance.
2. **Setting.** Changes in the immediate surroundings of the property (buildings, land use, topography, etc.) should not have adversely affected the character of the property.
3. **Materials and Workmanship.** Any original materials should be retained, or if they have been removed or altered, the replacements have been made that are compatible with the original materials.
4. **Location.** The relationship between the property and its location is an important part of integrity. The place where the property was built and where historic events occurred is often important to understanding why the property was created or why something happened. The actual location of a historic property, complemented by its setting, is particularly important in recapturing the sense of historic events and persons. Except in a few cases, the relationship between a property and its historic associations is destroyed if the property is moved.
5. **Feeling.** Feeling is a property's expression of the aesthetic or historic sense of a particular period of time. It results from the presence of physical features that, taken together, convey the property's historic character. For example, a rural historic district such as the Guasti Winery, retaining original design, materials, workmanship, and setting will relate the feeling of agricultural life in the 19th century.
6. **Association.** Association is the direct link between an important historic event or person and a historic property. A property retains association if it is the place where the event or activity occurred and is sufficiently intact to convey that relationship to an observer. Like feeling, association requires the presence of physical features that convey a property's historic character. For example, a Revolutionary War battlefield whose natural and manmade elements have remained intact since the 18th century will retain its quality of association with the battle.

Because feeling and association depend on individual perceptions, their retention alone is never sufficient to support eligibility.

Historical Resources must retain enough of their historic character or appearance to be recognizable as historical resources and to convey the reasons for their significance.



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#### GENERAL INFORMATION (print or type)

Property Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
 Email: \_\_\_\_\_

Applicant's Representative: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
 Email: \_\_\_\_\_

#### PROPERTY LOCATION (individual properties)

Street Address of Property: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_ Assessor's Parcel No(s): \_\_\_\_\_  
 Precise Legal Description (attach additional sheets if necessary):  
 Tract: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Ownership:  Private  Public  
 Present Use: \_\_\_\_\_ Original Use: \_\_\_\_\_

#### PROPERTY LOCATION (historic districts)

Block Range of Addresses in District: \_\_\_\_\_  
 Number of Properties: \_\_\_\_\_

#### TO BE COMPLETED BY PLANNING DEPARTMENT STAFF

##### Historic Preservation Review

\_\_\_\_ Removal from Ontario Register  
 \_\_\_\_ Addition to the Ontario Register  
 \_\_\_\_ Last Review Date:  
 \_\_\_\_ Last Survey Date:

##### Application Processing

File No.: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Staff Init: \_\_\_\_\_

**ELIGIBILITY REVIEW FOR ONTARIO REGISTER- Historic Preservation Program**

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

Architectural Style (see style guide): \_\_\_\_\_

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 no, date moved? \_\_\_\_\_

**HISTORICAL SIGNIFICANCE:**

Briefly State how the property does not meet the criteria for designation (attach additional sheets if necessary):

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

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

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

**ELIGIBILITY REVIEW FOR ONTARIO REGISTER- Historic Preservation Program**

**DESCRIPTION WORK SHEET**

\_\_\_\_\_ **IS A** \_\_\_\_\_ **-STORY,** \_\_\_\_\_  
*Address of property* *number of stories* *architectural style (see style guide)*

\_\_\_\_\_ **PLAN** \_\_\_\_\_ **WITH A** \_\_\_\_\_ **FINISH**  
*plan shape (see chart)* *structure use (residence, etc.)* *Material (wood siding, wood shingles, brick, stucco, etc.)*

**AND** \_\_\_\_\_ **TRIM. IT'S** \_\_\_\_\_ **ROOF IS** \_\_\_\_\_  
*material (wood, metal, etc.)* *roof shape (see chart)* *material (clay tile, asphalt or wood shingles, etc.)*

\_\_\_\_\_ **WINDOWS ARE PART OF THE DESIGN.**  
*window material* *window type (double-hung [slides up & down], casement [opens out], horizontal sliding, etc.)*

**THE ENTRY FEATURES A** \_\_\_\_\_ **DOOR.**  
*door location (recessed, centered, off-center, corner, etc.)* *entry door style (see chart)*

**ADDITIONAL CHARACTER DEFINING ELEMENTS OF THE STRUCTURE ARE** \_\_\_\_\_  
*identify **original features** such as porches (see chart);*

\_\_\_\_\_ *balconies; number and shape of dormers (see chart); number and location of chimneys; shutters;*

\_\_\_\_\_ *secondary finish materials; parapets; metal trim; decorative tile or cast stone; arches; ornamental woodwork;*

\_\_\_\_\_ *symmetry or asymmetry; cornices; friezes; towers or turrets; bay windows; half-timbering; horizontality; verticality;*

\_\_\_\_\_ *formality or informality; garden walls; etc.*

**SECONDARY BUILDINGS CONSIST OF A** \_\_\_\_\_  
*identify garage; garden shelter; etc.*

**SIGNIFICANT INTERIOR SPACES INCLUDE** \_\_\_\_\_  
*identify **ORIGINAL FEATURES** such as wood paneling; moldings and trim;*

\_\_\_\_\_ *special glass windows; ornate ceilings; plaster moldings; light fixtures; painted decoration; ceramic tile; stair balustrades;*

\_\_\_\_\_ *built-in furniture; etc.*

**IMPORTANT LANDSCAPING INCLUDES** \_\_\_\_\_  
*identify notable mature trees and shrubs*

**Refer to Reference "B" of the Ontario Development Code ([www.ontarioca.gov/Planning](http://www.ontarioca.gov/Planning)) for Chart & Style Guide.**

**APPLICATION FOR HISTORIC DESIGNATION- Historic Preservation Program**

**APPLICANT AFFIDAVIT**

STATE OF CALIFORNIA )  
COUNTY OF SAN BERNARDINO ) ss  
CITY OF ONTARIO )

I, \_\_\_\_\_, being duly sworn, depose and say that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof and state that the same is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant Signature

*Note: A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.*

STATE OF CALIFORNIA )  
COUNTY OF SAN BERNARDINO ) ss  
CITY OF ONTARIO )

On \_\_\_\_\_ before me, \_\_\_\_\_,  
(Date) (insert name of Notary Public)

Notary Public, personally appeared \_\_\_\_\_,  
Name(s) of Signer(s)

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that by his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature\_\_\_\_\_

Place Seal Above