



# CERTIFICATE OF APPROPRIATENESS APPLICATION INSTRUCTIONS

Community Development Department  
Cultural Heritage Board  
345 N. El Dorado Street  
Stockton, CA 95202-1997  
(209) 937-8444 Fax (209) 937-8893  
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A Certificate of Appropriateness is a permit to allow the construction, demolition, or alteration of any property that is designated as a City of Stockton Landmark or is located in a designated Historic Preservation District. A Certificate helps ensure the preservation of the historic character and architectural integrity of these buildings and sites. The Cultural Heritage Board (CHB) makes a recommendation to the Community Development Director (Director) who is the Review Authority for the Certificate of Appropriateness. The Planning Division staff is available to answer any questions you may have about the requirements, fees, or procedures for a Certificate of Appropriateness.

## STEP 1. APPLICATION: Complete the Application.

- A. **LOCATION:** Provide the address and the APN of the property for which the Certificate is for.
- B. **APPLICANT:** Provide name, address, and phone number of applicant. A fax number and e-mail address are helpful in maintaining communication.
- C. **PROPERTY OWNER:** Provide the same information for the property owner(s) if different from the applicant.
- D. **CONTACT PERSON:** If someone other than the applicant will be the contact person please provide the name and phone number for that person. A fax number and e-mail address are helpful in maintaining communication.
- E. **PROPERTY INFORMATION:** Describe in detail what you are proposing to do to the property.
- F. **SUBMITTAL REQUIREMENT:** You will need to submit six copies of each of the listed items.
- G. **SIGNATURE:** The applicant and the property owner(s) (if different from the applicant) must sign and date the application.

## STEP 2. APPLICATION FILING: The completed application must be delivered to the Community Development Department and the following documents, depending on the project:

1. A signed, completed Indemnification form;
2. Photographs of the structure/site showing the structure in general and the location of the proposed alteration(s);
3. A sketch of the proposed alteration(s) or pictures/brochures of similar projects;
4. A site plan showing any structures and the location of any proposed alterations or site changes; and
5. The Director may require additional information.

## STEP 3. REVIEW: Upon receiving and reviewing your application, the Director will review it, and will circulate it to the Alterations Review Committee of the Cultural Heritage Board for their comments. If the proposal involves a Landmark or is controversial, review by the entire Board is required. An appeal of the decision of the Director may be filed in compliance with SMC Division 16.100 within ten days of the decision.

## STEP 4. FINDINGS AND DECISION: The Board and applicable Review Authority shall enter the decision in writing with the findings of fact on which the decision is based. The Certificates of Appropriateness shall be approved, with or without conditions, only if all of the following findings of fact can be made. The issuance of the Certificates of Appropriateness would:

1. Designate, enhance, preserve, protect, restore, and perpetuate those historic districts, neighborhoods, sites, structures, and zones, which contribute to the aesthetic and cultural benefit of the City;
2. Encourage public appreciation, knowledge, and understanding of, and a sense of identity with, the City's past;
3. Foster civic and neighborhood pride in the accomplishments and beauty of the past;
4. Stabilize and improve the economic value of historic districts, neighborhoods, sites, structures, and zones;
5. Help preserve the diverse architectural design and styles that reflect phases of the City's history, and encourage complementary design and construction; and
6. Promote and encourage continued private ownership and utilization of structures currently owned and used.

## STEP 5. EXPIRATION/EXTENSION: To ensure continued compliance with the provisions of this Division, each approved Certificate of Appropriateness shall expire 12 months from the date on which final action was taken to approve the application, unless otherwise identified in the certificate, if the alteration, construction, demolition, relocation, or removal has not been initiated. Time extensions may be granted in compliance with SMC Division 16.96 (Expiration and Extensions).