



REQUIREMENTS FOR PREPARING HISTORIC ASSESSMENTS

The City of Monrovia's Residential Demolition Review Process is set forth in Monrovia Municipal Code (MMC) Chapter 17.10 and applies to residential buildings in any zone that are fifty (50) years old or older proposing total demolition or significant alteration. This handout outlines the minimum requirements for preparing historic assessments.

- **PROFESSIONAL REQUIREMENTS:** Consultants preparing historic assessment documentation shall meet the National Park Service's Secretary of Interior Standards for Historic Preservation in History and/or Architectural History. Please visit: https://www.nps.gov/history/local-law/arch_stnds_9.htm for more information regarding professional requirements.
- **CONSULTANT LIST:** The City of Monrovia Planning Division maintains a list of consultants meeting professional requirements (as noted above) for completing historic assessments. The list is not all inclusive, nor does it constitute an endorsement of any individual or consulting firm. The listed individuals and/or firms have, however, been vetted by the City. Should you wish to select a consultant who is not on the list, please use the California Historical Resources Information System (CHRIS) Consultants List available at <http://www.chrisinfo.org> to verify if the consultant meets the minimum qualifications identified by the Secretary of the Interior's Standards and inform the City of the intention to use the services of an unlisted individual to insure concurrence with the City.
- **WORK STANDARDS:** All historic assessments and evaluation work shall be completed in accordance with the Secretary of Interior's Standards and Guidelines for historic preservation including standards for planning, identification, evaluation, registration, and historical documentation.
- **HISTORIC ASSESSMENT REQUIREMENTS:** The complete assessment submittal shall contain a memorandum and accompanied DPR-523 forms containing the following minimum information:
 1. **Memorandum:** A memorandum summarizing the methodology and assessment results.
 2. **Historic Assessment Contents:**
 - a. **Period of Significance Evaluation** – Provide a summary of the period of significance of the subject property and/or the timeframe of development of the subject area;

- b. **Historical Significance Evaluation** – An historic assessment of the resource in accordance with the California Register criteria and City of Monrovia Designation Criteria (MMC § 17.40.060(b)). Provide an itemized evaluation of each criterion on the DPR-523 Continuation Sheet;
 - c. **Analysis of the “Seven Aspects of Integrity”** - Location, Design, Setting, Materials, Workmanship, Feeling, and Association in accordance with the Secretary of Interior Standards;
 - d. **District Assessment** - Document the completion of a preliminary reconnaissance/windshield survey of the subject block and/or adjacent properties and listing the percentage of potentially Local Contributors to a Local Historic District, if deemed applicable. If a District is not evident, explain the reasons for the lack of a district. A minimum of 51% of properties within the boundaries must contribute to the historic district;
 - e. **Photographs** – Please include photographs of the subject site and surrounding properties with contextual analysis on the continuation sheet as necessary; and
 - f. **Sources** – Cite information used in the assessment. At minimum, the archival resources shall include (but are not limited to) building permitsⁱ, Los Angeles County Assessor building records, Sanborn fire insurance map, and City directories.
3. **Completed State of California DPR 523A, 523B (Primary Record and Building, Structure Object Record) and continuation sheet(s).** The DPR forms shall be completed in accordance with the State of California Office of Historic Preservation Instructions for Recording Historical Resources.

ⁱ **Building Permit History** – Most building permit history can be accessed directly for the City’s website at: <http://www.cityofmonrovia.org/your-government/community-development/about-my-house>. On this page, you will find the following two links to the building permit history

- i. **Permit Book** - The online Permit Book contains older building permit history from 1911 to 1947.
- ii. **OnBase Document Portal** – The OnBase Document Portal contains current building permit history which can be downloaded and printed.

If you experience difficulty in downloading these records from the City’s website, please contact Sylvia Alvarez, Planning Division Senior Administrative Assistant, at (626) 932-5565 or salvarez@ci.monrovia.ca.us to obtain digital copies of the property’s building permit history.