



Historic Resources Nomination Submittal Requirements

A. ITEMS REQUIRED FOR FILING:

1. Completed Historic Resources Nomination Application Form.
2. Historic resources nomination fees: \$300.00
3. Scanning fee of \$67.00
4. Legal publication fee if set for City Council hearing of \$85.00
5. Architectural Description
6. Statement of Significance
7. One set of 4" x 6" colored photographs submitted in an accompanying envelope. Do not staple, clip, or glue photographs to the application. Label to indicate view or subject matter.
8. Copies of historic photographs, if available.
9. Copy of Grant Deed to the property.
10. Written consent from all property owner(s). If the application is for a historic district, then any written protest received must constitute less than 49% of the owners of property located within the boundaries of the district.
11. Submit one (1) USB flash drive containing the following information organized in the following folders:
 - a. Application Materials: Including but not limited to a completed application, environmental application, grant deeds, noticing package, letter of authorization, title reports, etc.
 - b. Technical/Environmental Studies if applicable.
 - c. Plans: Including but not limited to a subdivision map, site plans, grading plans, utility plans, architectural elevation plans and renderings, floor plans, conceptual landscape plans, sign program, etc. as applicable to the respective application type.

B. NOTICE TO APPLICANTS:

1. Clearance from project planner required prior to application submittal.
2. Acceptance of application at the counter **does not** represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is complete or that additional items are necessary.
3. It is recommended that applicant or his/her representative be present at all hearings.
4. All correspondence and reports will be mailed to the applicant only.
5. If you have any questions regarding the above, please call the Planning & Development Department at (951) 736-2262.
6. First Application: Historic Resources Nomination applications must be submitted by **May 31st** each year.

Second Application: Followed by the Historic Property Preservation Program application which must be submitted by **August 31st**.

The Historic Resource Nomination application must be submitted first, (by May 31st) before the Historic Property Preservation Program application can be accepted (before August 31st). After the Historic Resource Nomination application is submitted, it takes approximately 60 days to prepare for the Historic Property Preservation Program application, which will qualify the applicant for the Mills Act tax reduction program. Failure to submit applications by their due dates will result in delaying the application process until the following calendar year.



C. ATTACHMENTS:

1. Sections 17.63.040, 17.63.050 and 17.63.060 of the Corona Municipal Code.
2. Historic Resources Nomination Application.
3. Guidelines on Nominating a Historic Resource to the Corona Register including:
 - a. Research suggestions.
 - b. Writing an architectural description.
 - b. Writing a statement of significance.
 - c. Photographing a historic resource.



Historic Resources Nomination Application

Please check the designation for which you are applying:

_____ Historic Landmark (CMC 17.63.050) _____ Historic District (CMC 17.63.060)

PROPERTY INFORMATION

Property Address: _____

Historic Property Name: _____

Assessor's Parcel Number(s): _____

LEGAL OWNER INFORMATION

Legal Owner Name: _____

Legal Owner Address: _____

Phone No.: () _____ Fax: () _____

Contact Name (if different from Owner): _____

Phone No.: () _____ Fax: () _____

DESCRIPTION FOR LANDMARK

Architectural Style: _____

Construction Date: _____ estimated factual

Architect's Name: _____

Builder's Name: _____

Current Condition: _____ Excellent _____ Good _____ Fair _____
_____ Deteriorated

Alterations- description and date: _____

Questions? Contact the **Planning Division** at 951 739-2434



LANDMARK DESCRIPTION (CONTINUED)

Current Use: _____Residential _____Commercial _____Industrial
_____Civic _____Other: describe _____

Original Use: _____Residential _____Commercial _____Industrial
_____Civic _____Other: describe _____

Is the structure on its original site? _____yes _____no-year moved_____
_____unknown

DESCRIPTION FOR DISTRICT

Geographic area description/boundaries _____

Resources in District: _____Residential Structures _____Commercial
Structures

_____Industrial Structures _____Landscape/Treescape

_____Out-buildings _____

_____Monuments/Murals/Markers

_____Other: describe _____

Are the resources on their original site?__yes _____no-year moved_____
_____unknown

Current Condition: _____Excellent _____Good _____Fair _
_____Deteriorated

Do any of the structures meet Landmark eligibility? If yes, fill out the Landmark
Description section for each eligible structure.

UNDERSTANDING AND AFFIDAVIT

I CERTIFY under penalty of perjury, that the statements and answers contained herein and
any other information herewith submitted as part of this application are in all respects true
and correct to the best of my knowledge and belief.

Questions? Contact the **Planning Division** at 951 739-2434



Applicant Signature _____ Date

Legal Owner Signature _____ Date

NOTE: An agent may sign for the property owner if a certificate of notarized power of attorney is filed with this application.



Corona Municipal Code Chapter 17.63 –Historic Resources

Sections 17.63.040, 17.63.050, And 17.63.060

17.63.040 Corona Register -- Establishment.

- A. The City Council shall establish the Corona Register of Historic Resources. The intent of this section is to provide a local register comparable with the California Register and National Register, with similar criteria, definitions, and considerations.
- B. The Corona Register shall include landmarks, historic markers, and historic districts, and the contributing historic resources within such historic districts, as listed by the City Council in accordance with this chapter. Sites, improvements, and natural features within the City's boundaries that are listed on the California Register or National Register, shall automatically be deemed listed on the Corona Register.
- C. Historic resources listed on the Corona Register shall be eligible to apply for financial and other incentives established by the City Council that promote historic resource management and preservation in the City.

17.63.050 Corona Register -- Landmark Listing Criteria.

- A. Landmarks are those physical elements of Corona's historical development that provide the community with its own unique civic identity and character. A site, improvement, or natural feature shall be eligible for listing on the Corona Register as a landmark if the City Council finds that all of the following criteria are satisfied:
 - 1. It has been in existence for a period of at least 50 years, or if less than 50 years old, is of exceptional importance to the community.
 - 2. It has significant historic, cultural, or architectural value and its designation as a landmark is reasonable, appropriate and necessary to promote, preserve and further the purposes and intent of this Chapter.
 - 3. It exhibits one or more of the following characteristics:
 - a. It is associated with events that have made a significant contribution to the history of Corona, the region, the state or the nation.
 - b. It is associated with the lives of persons significant in Corona's past.
 - c. It embodies distinctive characteristics of a style, type, period, or method of construction, or a valuable example of the use of materials or craftsmanship.
 - d. It exemplifies or reflects special elements of the City's cultural, social, economic, political, aesthetic, engineering, architectural or natural history.
 - e. It is representative of the work of a notable builder, designer, or architect.
 - f. It exemplifies one of the best remaining architectural styles or types in a neighborhood, or contains outstanding elements of architectural design, detail, materials, or craftsmanship of a particular historic period.
 - g. It is in a unique location or contains physical characteristics



- representing an established and familiar visual feature of a neighborhood.
- h. It is a potential source of archeological or paleontological interest.
- i. It is or contains a natural setting or feature that strongly contributes to the well being of the people of the City.
- 4. It has integrity of location, design, setting, materials, workmanship, feeling, and association.
 - a. Integrity is the authenticity of an historic resource's physical identity, as evidenced by the survival of characteristics that existed during the historic resource's period of significance, to be recognizable and to convey the reasons for its significance.
 - b. A site, improvement, or natural feature that has diminished historic character or appearance may still have sufficient integrity for the Corona Register if it retains the potential to yield significant scientific or historical information or specific data, or retains sufficient character to convey the reasons for its significance. Thus, it is possible that a site, improvement, or natural feature may not retain sufficient integrity to meet the criteria for listing on the California Register or National Register, but it may still be eligible for listing on the Corona Register.
 - c. Integrity shall be judged with reference to the particular criterion or criteria which provide its eligibility.
- B. An improvement removed from its original location shall be eligible if it is significant primarily for its architectural value or it is the surviving structure most importantly associated with an historic person or event.
- C. A reconstructed improvement shall be eligible if the reconstruction is historically accurate, the improvement is presented in a dignified manner as part of a restoration master plan, and no other original improvement survives that has the same association.
- D. A site, improvement, or natural feature that is intended to be primarily commemorative shall be eligible if its design, age, tradition, or symbolic value creates its own historic significance. Examples include, but are not limited to, public statuary, murals, monuments, sculptures, graves, and birthplaces. These sites or improvements may be identified by the placement of an historic marker.

17.63.060 Corona Register -- Historic District Listing Criteria.

- A. An historic district is a geographically defined area possessing a concentration of contributing historic resources that relate to each other and are unified by physical development or historical context.
- B. A defined area shall be eligible for listing on the Corona Register as an historic district if the City Council finds that all the following criteria are satisfied:
 - 1. The defined area is unified geographically area with precisely defined boundaries.
 - 2. The defined area contains a significant concentration of individually recognized contributing historic resources united in character by an historic plan, physical development, cultural heritage, past events, an historic period or prehistory era, aesthetics design, or architectural traditions.



3. At least seventy-five percent (75%) of the contributing historic resources in the defined area are fifty (50) years of age or older, and retain their original architectural character.
 4. The civic and historic value of the contributing historic resources is greater as a collective whole than as individual historic resources.
 5. The defined area has significant historic, cultural, or architectural value and its designation as an historic district promotes, preserves, and furthers the purposes and intent of this chapter.
- C. Upon the listing of an historic district on the Corona Register, all identified contributing historic resources in the historic district shall be individually listed on the Corona Register, along with notation of the historic district's non-contributing resources.



Guidelines On Nominating A Historic Resource To The Corona Register Of Historic Resources

Thank you for your interest in preserving a historic resource in the City of Corona. Corona has a rich cultural heritage which can still be evidenced today by historic structures, sites, and natural features. In recognition of Corona's history, the City Council established the Corona Register of Historic Resources (the "Corona Register") in 2001. Criteria for listing is similar to that of the National and State registers of historic resources, but the Corona Register lists resources that provide the community with its own civic identity and character.

The Corona Register contains three categories of resources: "Landmarks", "Districts", and "Markers". Landmarks are those individual physical elements, both structural and natural, that have significant historic, cultural, or architectural value to the City, and are at least 50 years old. Districts are a defined geographic area possessing a concentration of historic resources which are unified by their physical characteristics or historic context. At least 75% of the resources within the District must be 50 years old and exhibit their original architectural or natural character. Historical Markers are monuments or plaques placed at various sites within the City to commemorate a particular event in the City's history, or the prior location of a structure of particular historical merit. The Markers have traditionally been selected and placed by the Corona Historical Preservation Society.

When you have completed all the items required for filing, submit to the Planning & Development Department. The Planning & Development Department will distribute copies of the completed application for review and comment to the Heritage Librarian, the Corona Historical Preservation Society, and any other City department or outside agency that may be affected. Following the thirty (30) day review period, a public hearing will be scheduled before the Planning & Housing Commission. Following Planning & Housing Commission approval, the City Council will hold a public hearing and by resolution approve or deny the nomination. If approved, the resolution will be recorded with the Riverside County Recorder. Corona Municipal Code Section 17.63 details the listing procedures and can be found at the Planning & Development Department counter or the City's website. To find the municipal code on the website, start with www.coronaca.gov. On the left hand side of the screen, click City Services, click City Clerk, click Municipal Code, scroll to Chapter 17.

RESEARCH SUGGESTIONS

1. Begin by visiting the Heritage Room of the Corona Library, 650 S. Main Street. The Heritage Library has files on many historic properties as well as a wealth of information about local history. The Library also has Sanborn fire insurance maps which may reveal the date of construction or alterations that took place in the first decades of the twentieth century.
2. The Corona Historic Preservation Society researches and identifies historic resources within the City. Members may have suggestions or information on the property being nominated.
3. The site itself may reveal information. Study nominated resources inside and out to determine any alterations that may have occurred since construction.
4. Architectural books or magazines may help you identify the architectural style of the historic resource and assist in describing the architectural features.
5. Visit the History/Heritage Section on the City's website. Start with www.coronaca.gov. Enter the *Places to Go, Things to Do* site. Scroll down to the History/Heritage section. Double-click the green headings to enter the sites. Page 2 Guidelines On nominating of



Historic Resource

WRITING AN ARCHITECTURAL DESCRIPTION

1. Approach the structure from the street, start with general issues such as number of stories and general shape.
2. Discuss materials and shapes. Begin at the top and move to the ground, always talking about general features, then moving to details. After discussing the front or main façade, move to one side, compare the other side to it, finish at the rear of the structure.
3. Describe the setting, outbuildings, and landscape.
4. Analyze the structure by asking yourself the following questions. Answer as many as possible in your description.
 - What is the architectural style?
 - How many stories does it have?
 - What is its structure (e.g., wood frame, concrete block)
 - What materials is it made out of?
 - What is the plan of the building? (e.g., square, rectangular, L-plan, T-plan)
 - What type of roof is it and what materials are used on the roof?
 - What is the siding of the building?
 - What type of windows does the building have? Where are they located on the building? What type of trim was used around the windows?
 - Does the building have dormers?
 - What kind of doors does the building have? Where are they located?
 - Does the building have a porch, chimneys, or other features?
 - What kind of alterations have been done to the structure?
 - What is the condition of the building?
 - What was the original use of the building and any outbuildings on site?
 - How does the current setting differ from its original setting?

WRITING A STATEMENT OF SIGNIFICANCE

A Statement of Significance explains why a property is important and how it fits into a broader historic context.

1. Start by reviewing Corona Municipal Code Chapter 17.63 (Historic Resources). The criteria used by the city to determine a historic resource is listed by resource:
 - Section 17.63.050 Corona Register -- Landmark Listing Criteria
 - Section 17.63.060 Corona Register – Historic District Listing Criteria
 - Section 17.63.070 Corona Register – Historic Marker Listing Criteria
2. The statement should explain how the nominated resource meets the applicable criteria.
3. A well-done statement will incorporate the history of the property, the people who owned or built the property, and any events that occurred at the property. Explain why this property or site is meaningful to Corona.

PHOTOGRAPHING A HISTORIC RESOURCE

1. For quality photos, a 35 mm camera should be used. Digital or “point and shoot” camera photos are sufficient; however, a manual-focus stabilized with a tripod will



produce better photos. Be aware of the lighting and make sure that features are not obscured by dark shadows.

2. Use only black and white film, and be sure that it is processed as black and white film. Color prints are unstable and over time will undergo chemical changes, leaving the appearance of the colors distorted.
3. Photograph each side of the building at least once including architectural details. Make sure that what is described in the Architectural Description is shown in the photographs. Take a few broader view photos to show the property's surroundings. Photograph interior features that you feel are significant even though interior features are not affected by CMC Chapter 17.63.
4. Label each print with the address of the property and the date the photograph was taken. Attach them to the application in an envelope. Do not staple, clip, or glue the photographs to your application.
5. Include copies of historic photographs, if available. Do not submit originals – we cannot guarantee they would be returned unaltered. Date the photographs as best you can or mark them "date unknown".

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