



RIVERSIDE COUNTY HISTORICAL COMMISSION HISTORIC LANDMARK NOMINATION FORM

The Riverside County Historical Commission considers the application first. If the Commission votes to approve the nomination, it is sent to the Riverside County Board of Supervisors for their consideration. The Board Supervisors will vote to approve or disapprove the nomination.

Please read all materials carefully before deciding whether or not to submit an application. Considerable time and effort will be needed for a successful application.

Some Specific Instructions:

1. **Photos:** Two sets of (5" X 7") photographs of the nominated site are required. All elevations of buildings should be included in your photo set. Photograph exterior details and interior features that you think are important. Label each print on the back in pencil with the view and date. Attach the photos in an envelope to be included with the application.

Historic photos: Include historic photos if they are available. Please date them as best you can. If there is no known date, please indicate so.

2. **Maps:** If you include maps of the site, clearly identify the exact location and boundaries of the nominated site.
3. **Architectural Description:** If architecture is the primary reason for your application, include a detailed, objective narrative description of the buildings being proposed. Click ***here*** for guidelines on writing your descriptions.
4. **Statement of Significance:** In order for the County to determine the significance of the nominated site, it is important to include a narrative describing the historical background. A Statement of Significance should explain why a property is important and how it fits into a broader historic context. When writing this statement, please refer to the *Riverside County Historic Landmarks Criteria & Procedures* and explain how the property fits one or more of the applicable criteria. The statement should identify what it is about the property that makes it noteworthy. A well-done statement will incorporate the history the property, the people who owned or built the property, and/or events that occurred at the property. The key is to explain why the property is meaningful to Riverside County.
5. **Bibliography:** List all sources used in compiling the application. This may include books, maps, newspaper articles, oral histories and other related materials.
6. **Property Owner Letter of Consent** (if other than the applicant): If you are the applicant but not the property owner, a letter of consent from the property owner must be attached to your application. If no such letter is submitted, the property may be deemed by the Historical Commission to be ***eligible*** for

County Landmark status but it will not be sent to the Board of Supervisors for consideration and official listing as a Riverside County Landmark.

Your completed application packet should be submitted to the County Historic Preservation Officer for review ***at least two months before*** the next scheduled Historical Commission meeting (the Commission meets every other month beginning in January of each year. Should you need assistance or have questions, contact the Historic Preservation Officer at (951) 955-4558.

HC\FORMS\Riverside County Landmark Application;8/31/04;In



RIVERSIDE COUNTY HISTORICAL COMMISSION HISTORIC LANDMARK NOMINATION FORM

For Historical Commission Use Only

Date Reviewed: _____

Commission Recommendation:

Recommend Approval Eligible but Not Listed Disapproved

This form must be used to nominate any pre-historic or historic site in Riverside County for designation as a County Historic Landmark. Information provided will serve as the basis for Historical Commission evaluation and recommendation to the Board of Supervisors. All nominations for this designation must be approved by the Board.

Please fill out and send to:

Riverside County Historical Commission
c/o County Historic Preservation Officer
Riverside County Parks District
4600 Crestmore Road, Riverside, CA 92509-6858.

*Please type your answers. An e-mail version of this form is available upon request.
(951) 955-4310.*

1. SITE NAME:

Historic _____

Common _____

2. LOCATION:

(a) Address _____ City _____ Town _____

(b) Vicinity of _____

3. LEGAL OWNER:

(a) Name _____

(b) Address _____ City _____ Town _____ Zip _____

(c) Contact Number(s) if known: _____

(d) Letter of Consent Enclosed: Yes No

4. PRESENT USE: _____

5. ORIGINAL USE: _____

6. OTHER PAST USES: _____

7. YEAR OF CONSTRUCTION: _____

(a) Builder: _____

(b) Architect: _____

8. CLASSIFICATION (Check appropriate spaces):

Category: Site (Historic) Site (Archaeological) Building(s)
 Structure(s) Object(s)

Ownership: Public Private Both

Status: Occupied Unoccupied

Accessibility: Yes: Restricted Yes: Unrestricted No

Condition: Good Fair Deteriorated Unexposed
 Demolished (just for site applications)

9. ARCHITECTURAL STYLE (for buildings & structures) _____

10. IF ALTERED, PLEASE DESCRIBE: _____

11. LEGAL PROPERTY DESCRIPTION: _____

Include approximate property size in feet:

(a) Frontage _____ (b) Depth _____ or Approximate Acreage _____

12. PHYSICAL APPEARANCE OF SITE/STRUCTURE:

Excellent Good Fair Deteriorated

13. PRIMARY STRUCTURAL MATERIALS:

Stone Adobe Wood Stucco Brick Other:

14. RELATED FEATURES OR OUTBUILDINGS (list here, describe in No. 15):

15. STATEMENT OF SIGNIFICANCE (please attach a 1-2 page statement):

Click [*here*](#) for assistance on "***How to Write a Statement of Significance***"

16. ARCHITECTURAL DESCRIPTION (for buildings and structures):

Please attach your description on a separate page.

17. REFERENCES/BIBLIOGRAPHY:

Please attach separate page.

18. THREATS TO THE SITE (if any; use separate page if needed): _____

19. PHOTOGRAGHS ENCLOSED: Yes NO

20. FORM PREPARED BY:

Name _____

Address _____ City _____ Zip _____

Telephone(s) _____

21. Organization: _____

Signature of Authorizing Official (s):
