

**DEMOLITION REQUEST APPLICATION GUIDE
ALAMEDA COUNTY PLANNING DEPARTMENT PROCEDURES ONLY**

1. Applicants must submit to the Building Permit Center counter:
 - Demolition permit application;
 - 1-page Initial Evaluation Form; and
 - Documents that establish the age of the structure
 - \$125.00 fee (unless the applicant has already submitted a deposit for a Planning application, from which Planning review costs will be deducted)
2. If the structure is less than 50 years old, no further historical review will normally be required. However, **please note that the 50-year age reference is a discretionary guideline; there are circumstances where a structure less than 50 years old may be a potentially significant historic or cultural resource** for the purposes of the California Environmental Quality Act (CEQA, 1970, as amended).
3. If the structure is 50 years old or older (**please note that the 50-year age reference is a discretionary guideline**), the applicant must also submit:
 - Part II of the Demolition Request Application – Detailed Property Information form; and
 - Photographs of each elevation of the structure and associated features.
4. Within 45 days of the receipt of a complete demolition request, the Planning Director will make a determination about whether or not the structure meets the criteria of a landmark as described in the County's Historic Preservation Ordinance, or pending said Ordinance's adoption, in accordance with the requirements of CEQA. The determination will have one of the following results:
 - It may be determined that the subject structure and/or associated feature does not meet the criteria for placement on the proposed Alameda County Register of Historic Resources. In such case, the demolition permit will require no further historical review and the Planning Director will authorize the demolition;
 - It may be determined that demolition of the subject structure and/or associated feature does potentially meet the criteria for placement on the Alameda County Register of Historic Resources at such time that a Register is established. In such case, the applicant will be required to apply for a Certificate of Appropriateness (see definitions). Once the application for the Certificate is deemed complete, the demolition request will be sent to the Parks, Recreation and Historical Commission (PRHC) for review.

The PRHC will review the application, and after holding a public hearing at its regularly scheduled (monthly) meetings, it may make findings that the structure(s) to be demolished do not meet the criteria for designation on an Alameda County Register of Historic Resources, and that the application materials provide sufficient information to recommend to the Planning Director approval of the Certificate of Appropriateness, and authorization for demolition. Alternatively, the PRHC may require the applicant to retain a qualified consultant to prepare State Historic Resource Inventory forms, a historical resource evaluation report, or submit additional information. Upon completion of their review of such materials at a subsequent public hearing, the PRHC will forward a written recommendation to the Planning Director. Applications involving structures that require additional review may take up to 90 days. If an Initial Study or Environmental Impact Report pursuant to CEQA is required, the review time will vary and may take up to 1 year. The Planning Director shall act on the recommendation of the PRHC within 15 days of the hearing at which the recommendation was made.

Please note that demolitions are also subject to review by the Alameda County Building Official. Please contact the Public Works Agency, Building Inspections Division at (510) 670-5440 for more information.

**PART II
DETAILED PROPERTY INFORMATION FORM**

If the structure is 50 years or older and/or a designated historical resource, provide answers to each question below. This form is intended to assist the Planning Department in making a preliminary determination as to whether or not the structure to be demolished may qualify as a significant historical resource as defined by the California Environmental Quality Act (CEQA). Demolition or substantial adverse changes to properties or structures that may be eligible for listing in the California Register of Historical Resources, or in a local register of historic resources must be evaluated by the Planning Department to comply with CEQA. Please note that the 50-year age reference is a discretionary guideline; there are circumstances where a property less than 50 years old may qualify as a significant historical resource. Attach additional pages if necessary.

1. Property Details:

Street Address

City/State/Zip

Assessor's Parcel Number

2. Has the property been evaluated as part of a historical assessment? Yes No

If yes, attach any relevant documents.

3. Has the property been identified in a historical resource survey? Yes No

If yes, check the box next to the survey that identified the property.

- Preliminary Cultural Resources Survey: Ashland and Cherryland Districts, April 1998
- Unincorporated San Lorenzo Historic Building Survey, November 2000
- Historical and Cultural Resource Survey, East Alameda County, June 2005

4. Has this property received any historic designation(s)? Yes No

If yes, check the boxes that apply and attach the nomination form or documentation related to its listing.

- National Register of Historic Places
- California Historical Landmark
- California Register of Historical Resources
- State Point of Historic Interest
- Alameda County Register of Historical Resources
- Historical Zoning District

5. Property type: (check one) Residential Agricultural Commercial Industrial Religious

Other _____

6. Name of architect or builder: (if known) _____

7. Architectural style: _____

8. Number of stories: One One and one-half Two Two and one-half Three Four Over four _____ (Please see page 3 for the definition of a "story")

9. Principal building materials: Roof _____
Exterior walls _____ Foundation _____
Windows _____

10. Roof type: Hip Front/side/cross gable Flat Shed Gambrel

11. List any outbuildings and associated features located on the property, and their dates of construction (i.e. garage, barn, shed, corral, chicken house, cistern/well, tank house, fountain, architect-designed landscape, orchard):

12. What is the current use of the building and its condition?

13. Has the property and/or associated feature(s) ever been altered? Yes No

If yes, summarize the history of any physical changes to the property, including significant alteration dates.

14. Has the property and/or associated feature(s) ever been moved? Yes No

If yes, from what location, and why?

For questions 15 - 18 below, attach an explanation why each criterion does or does not apply to the property. Consult National Register Bulletin 15 for assistance. The publication is available online at http://www.cr.nps.gov/nr/publications/bulletins/nr15_toc.htm.

15. Does the property have any known association with events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States? Yes No

16. Please provide a copy of a current chain of title. Based upon the information contained therein, does the property have any known association with the lives of persons important to local, California, or national history? Yes No

17. Does the property retain distinctive characteristics of a type, period, region, or construction method, or represent the work of a master or possess high artistic values? Yes No

18. Has the property yielded, or does it have the potential to yield, information important to the prehistory or history of the local area, California or the nation? Yes No

19. Photographs:

Attach a minimum of four (4) color or black and white 4" x 6" photographs depicting each elevation of the property, and any related outbuildings and/or associated features.

Additional Attachments:

- Chain of title
- Copies of available building permits
- Copies of applications previously submitted to the Planning Department

Resources:

- Alameda County General Plan
- Information obtained from historical telephone directories
- Alameda County and Hayward area historical societies
- Sanborn or Thomas and West maps depicting the parcel and the location of structures/improvements to the site.
- Alameda County libraries
- Alameda County Assessor's Office, (510) 272-3787
- Alameda County Clerk-Recorder's Office, (510) 272-6362
- Preliminary Cultural Resources Survey: Ashland and Cherryland Districts, April 1998
- Unincorporated San Lorenzo Historic Building Survey, November 2000
- Historical and Cultural Resource Survey, East Alameda County, June 2005

Definitions:

Certificate of Appropriateness: Means a determination by the County of Alameda Planning Department that the process of review of a proposed demolition or substantial alteration of a structure is **appropriate**, and that such demolition or alteration will not have a significant adverse effect on a historical or cultural resource.

Chain of title: The sequence of historical transfers of title to a property. A chain of title may be obtained by paying a title company a fee to search all documents recorded for the property. However, one may create their own chain of title with the assistance of the Alameda County Clerk-Recorder's Office. Please contact them directly at (510) 272-6362.

Historical Resource: Means an object, building, structure, site or area, that meets the criteria for listing on the California Register of Historical Resources, an Alameda County register of historic resources, or

which has been determined to be a historical resource by the County of Alameda, or as otherwise defined in the CEQA Guidelines, Section 15064.5.

Story: Means that portion of a building included between the upper surface of any floor and the upper surface of the floor next above except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof above. If the finished floor level directly above a basement, cellar, or unused underfloor space is more than six feet above grade as defined herein, for more than fifty (50) percent of the total perimeter, or is more than twelve (12) feet above grade as defined herein at any point, such basement, cellar, or unused underfloor space shall be considered a story. (Source: Alameda County Zoning Ordinance, Section 17.04.010 "Definitions")