



Public Information

County of Ventura • Resource Management Agency • Planning Division
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Certificate of Appropriateness

A Certificate of Appropriateness (COA) is issued by the Cultural Heritage Board (CHB) or support staff in accordance with criteria adopted by the CHB. A COA indicates that the *proposed maintenance, alteration, restoration, rehabilitation, remodeling, additions, change of use, demolition, relocation, or subdivision* of a designed Cultural Heritage Site *will not adversely affect* its cultural heritage values, or unduly compromise the eligibility of a potential site to become a designated Cultural Heritage Site.



Neo-Classical Architecture
Carnegie Library in Oxnard, CA

it appeared during its period of historic significance. Contributing or non-contributing structures located within a historic district or on a cultural resource site are reviewed through the same process as work on designated historic buildings. This ensures that any proposed changes to a structure *do not have a negative impact on themselves or the surrounding area.*

COAs are required for the following site categories and issues: Landmark, Point of Interest, Demolition of Sites of Merit, Demolition of Potential Sites, and Designated Cultural Heritage Sites seeking a Planned Development Permit or Conditional Use Permit pursuant to Sections 8107-37 through 8107-40 of the Ventura County Non-Coastal Zoning Ordinance.

Certificate of Review (COR)

A Certificate of Review (COR) is issued by the CHB or support staff in accordance with criteria adopted by the CHB (§1364-12) which indicate that the proposed construction, change, alteration, modification, remodeling, or removal *significantly affects* any Designated Cultural Heritage Sites or those potentially eligible for such designation. CORs are required for properties that are potential or eligible Cultural Heritage Sites.

How is a COA/COR Approved?

Depending on the type of work proposed and its potential impact upon the historic resource, COAs/CORs are approved in two different ways: *Administrative Review and Cultural Heritage Board (CHB) Approval.* Most COAs/CORs require approval by the CHB; however, the CHB delegated staff review can approve some minor types of modifications, such as reroofing using like-materials, rear yard fences, and patios and wood patio covers not visible from the street. General information on these two types of approval is on the following page.

Historic Resource Categories

Buildings, structures, objects, and sites within a historic district or other cultural resource site are normally divided into two categories: *contributing* and *non-contributing*. Broadly defined; a building or structure is classified as *contributing, if it adds to the historic character or integrity of a cultural resource site/district.* It is considered *non-contributing, when it does not add to the historic character or integrity of the cultural resource site/district.* Generally, any building or structure less than fifty years old is considered to be non-contributing. Even though the primary concern of the CHB is to protect historic buildings, changes to more recent buildings can have a significant effect on the character-defining features of the historic district and the character of the resource as

Administrative Review - Staff Approval

- No public meeting or public notice is required.
- Required documents include an application, site plan, floor plan, elevations, photos and any additional information deemed necessary with required fees to CHB staff. (See the Checklist for Filing a COA)
- The Administrative COA/COR review is complete when CHB staff determines that the proposed work complies with the CHB Ordinance, the Secretary of the Interior's Standards for Rehabilitation, also known as The Standards, and CHB Resolution No. 2009-1.1. Staff may set any conditions on an approved application to ensure compliance with the adopted Ordinance and Standards. If the proposed work is approved, an Administrative COA/COR will be issued, generally within one to three business days.

Cultural Heritage Board Review - Requires Public Hearing

- Meetings are conducted on the second and fourth Mondays of every month at 1:15 pm in Room 311 (Santa Cruz Conference Room) located on the 3rd Floor of the County Government Center, Hall of Administration (date and location are subject to change).
- It's recommended that applicants schedule an appointment with CHB staff to discuss the project before submitting an application. Required documents include an application, site plan, floor plan, elevations, photos and any other documentation staff determines necessary with the required fees. (See the Checklist for Filing a COA) Applications must be submitted with all pertinent documentation, at least fifteen calendar days prior to the regularly scheduled meeting. Written comments and recommendations for action will be prepared by CHB staff. Staff reviews may be routed through other departments to request comments pertaining to other regulations or ordinances which might apply.
- Copies of the staff report may be sent to applicants, neighborhood associations, and any interested parties prior to the public hearing.
- The applicant is advised to attend the CHB public hearing to present information to the CHB members.
- If the applicant is unable to attend the meeting, a representative may be sent to present information and answer questions.
- The CHB may approve, deny, or continue the project to a future public hearing.

If it is determined that an application does not with the CHB Ordinance, the Secretary of the Interior's Standards for Rehabilitation, also known as The Standards, and CHB Resolution No. 2009-1.1. staff shall provide technical assistance to the applicant to ensure compliance. If an applicant is unwilling to make changes to the submitted proposal, the application shall be forwarded to the CHB for consideration in accordance with the procedures for Board members' review.

- The owner or applicant obtains any other necessary ministerial permits.
- Certificate expires in one year but may be renewed, if necessary.
- Contact CHB staff immediately if plans change during construction. Changes are often accommodated by staff.

- If the CHB or staff find that the application is inadequate to take appropriate action on a case, the application shall be returned to the applicant. CHB members may request an applicant to provide any additional information they find necessary to make a fair and equitable decision.
- If an application is denied, the CHB shall state its findings for denial. These findings shall be provided to the applicant in writing. Reconsideration requests on any case denied by the CHB shall be accepted no later than six months from the date of CHB action. Such requests for reconsideration must be submitted in written form.
- If an application is approved, a COA shall be issued. The CHB has the authority to set any conditions on an approved application to ensure compliance with the adopted guidelines and The Standards.
- The owner or applicant shall obtain any other necessary permits.
- COA and COR expire in one year but may be renewed, if necessary.
- Contact CHB staff immediately if plans change during construction. Changes are often accommodated by staff.

Contact

CHB website:

<https://www.vcrma.org/cultural-heritage-board>

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