



**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

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**REQUEST FOR EVALUATION FOR
POTENTIAL HISTORIC SIGNIFICANCE**

A Request for Evaluation for Potential Historic Significance must be submitted concurrently with most applications for Planning Commission review (e.g., Use Permit, Variance). Please see a planner to verify whether or not your application requires this form. The purpose of this request is to determine if a formal historic evaluation will be required by the City of Menlo Park in order to conduct an environmental evaluation for potential historic significance under the California Environmental Quality Act (CEQA), either as an historical resource or as a contributor to an existing or proposed historic district. All qualifying applications must complete Part I, with Part II required when certain criteria are met.

PART I

1. PROPERTY LOCATION:

Street Address

City/State

Zip Code

Assessor Parcel No. (APN)

2. Is the proposed request related to a land development application (e.g. Use Permit, Subdivision Map or Rezoning) already submitted to the City?

No Yes, identify File Number (BLD or PLN #): _____

3. SAN MATEO COUNTY PROPERTY ASSESSMENT:

All applicants are required to submit a property assessment record (also known as “unit appraisal record”) to document the age of the property. A copy may be obtained from the San Mateo County Assessor’s Office (555 County Center, First Floor, Redwood City, CA 94063). At the front desk, ask for the Appraiser on duty. Most of their records have been scanned and readily printable, but there may be an occasion that a file will need to be retrieved, which may take a few days. If obtained by a representative of the property owner, said representative must present written permission by the owner to release the property appraisal record.

4. DATE OF CONSTRUCTION (based upon submitted property record):

5. Is the property 50 years or older? ____ Yes ____ No

Please note that the 50-year age reference is a discretionary guideline; there are circumstances where a property less than 50 years old may be potentially significant and applicants may be required to submit supplemental documentation.

If yes, applicants are required to submit Part II of this form, including photographs of each elevation of the subject property and any related outbuildings and/or associated features.

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

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

- H (Historic) Site District of the City of Menlo Park
- San Mateo County Historical and Archaeological Resources
- California Historical Landmark
- California Register of Historical Resources
- California Point of Historic Interest
- National Register of Historic Places

7. CONTACT:

Person to be contacted in regards to this application.

| | |
|------------------------------|-------------|
| | (____)_____ |
| Print name of contact person | Phone |

| | |
|-----------------------------------|---------------|
| | |
| Mailing address of contact person | Email address |

8. SIGNATURE:

By signing this application, I hereby acknowledge that the information contained herein, or subsequently submitted, is true and correct to my knowledge.

| | |
|-----------------------------|------|
| | |
| Signature of property owner | Date |

| | |
|------------------------------|-------------|
| | (____)_____ |
| Print name of property owner | Phone |

| | |
|--|-------------|
| | (____)_____ |
| Print name of authorized representative (if different from property owner) | Phone |

Please see a planner for details on these and related requirements.

PART II

IDENTIFICATION OF PROPERTIES FOR POTENTIAL HISTORIC SIGNIFICANCE

If the property is 50 years or older and/or a designated historical resource, complete the following questions which will assist the Planning Division in making a preliminary determination whether the property potentially meets the threshold of significance according to the California Environmental Quality Act (CEQA). Properties that are eligible for listing in the California Register of Historical Resources must be given consideration in the CEQA process.

1. Have state historic resource inventory forms ever been completed for the property?

___ Yes ___ No

If yes, attach a copy of the inventory form.

2. **PROPERTY TYPE:** (check one) ___ Residential, ___ Commercial, ___ Industrial,
___ Religious,
Other _____

3. **NAME OF ARCHITECT OR BUILDER** (if known):

4. **ARCHITECTURAL STYLE:**

5. **NUMBER OF STORIES:** ___ One, ___ Two, ___ Three, ___ over Three

6. **PRINCIPAL BUILDING MATERIALS:**

Roof _____

Exterior walls _____

Foundation _____

7. **ROOF TYPE:** ___ Hip, ___ Front/side/cross gable, ___ Flat, ___ Shed, ___ Gambrel

8. List any outbuildings and associated features located on the property, and their dates of construction (i.e. garage, shed, architect-designed landscape):

9. Has the property and/or associated feature(s) ever been altered or moved? ___Yes ___No

If yes, summarize the history of any physical changes to the property, including significant alteration dates. From what location was the structure moved?

For questions 10 - 13 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/pdfs/nrb15.pdf>

10. 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

(attach explanation)

11. Does the property have any known association with the lives of persons important to local, California, or national history?

___Yes ___No

(attach explanation)

12. 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

(attach explanation)

13. 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

(attach explanation)

14. PHOTOGRAPHS:

Attach a minimum of four (4) color photographs clearly depicting each elevation of the property. Photographs should be presented at a minimum 4" x 6" size, on letter-size sheets. The photographs should depict entire elevations of the structure(s). Additional photographs of details such as windows or doors are helpful to understand construction methods or distinctive characteristics of the structure. Any related outbuildings and/or associated features require additional photographs.

POTENTIAL INFORMATION SOURCES

Applicants are encouraged to consult the following information sources, although this should not necessarily be considered a comprehensive list; depending on the site, other sources may also need to be reviewed.

- State Historic Resources Database (<http://ohp.parks.ca.gov/ListedResources/?view=county>)
- Menlo Park Historical Association (<https://sites.google.com/site/mphistorical/>)
- San Mateo County Historical Museum (<http://www.historysmc.org/>)
- Menlo Park Library
- Internet searches
- Previous occupants/property owners, particularly persons who have occupied the site for a long time

Please note that organizations like the Menlo Park Historical Association do not make formal determinations of historical significance, but they can help applicants search files for information that may be of relevance.

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