



## **REQUIREMENTS FOR PREPARING RESIDENTIAL DEMOLITION REVIEW EXEMPTION REQUESTS**

The City of Monrovia's Residential Demolition Review Process is set forth in Monrovia Municipal Code (MMC) Chapter 17.10 and applies to residential buildings in any zone that are fifty (50) years old or older proposing total demolition or significant alteration. This handout outlines the minimum requirements for preparing a written request to be exempt from MMC § 17.10.050(B)(3) due to a subject property's perceived lack of historical significance. The written request shall contain the following documents and minimum information:

1. **Evaluation Worksheet:** The Evaluation Worksheet is intended to assist you in evaluating the relevant facts to determine whether the property has or does not have any historical significance based on the City of Monrovia's seven local landmark criterion.
2. **Written Summary:** After completing the Evaluation Worksheet, prepare a written summary that substantiates why the subject property does not have historical significance. Use the information that you collected for the Evaluation Worksheet to base your reasons for the exemption request.
3. **Factual Evidence:** The completed worksheet and summary statement shall contain references to information, including but not limited to, building permit history, property ownership history, a description of significant building alterations, and photographs to support the exemption request. Please use the following list of resources to assist with the preparation of your application.
  - a. **Monrovia Public Library House Research Guide (see attached)**
  - b. **Building Permit History** – Most building permit history can be accessed directly for the City's website at: <http://www.cityofmonrovia.org/your-government/community-development/about-my-house>. On this page, you will find the following two links to building permit history:
    - i. **Permit Book** - The online Permit Book contains older building permit history from 1911 to 1947.
    - ii. **OnBase Document Portal** – The OnBase Document Portal contains current building permit history which can be downloaded and printed.

If you experience difficulty in downloading these records from the City's website, please contact Sylvia Alvarez, Planning Division Senior Administrative Assistant, at (626) 932-5565 or [salvarez@ci.monrovia.ca.us](mailto:salvarez@ci.monrovia.ca.us) to obtain digital copies of the property's building permit history.

- c. **Documentation from a previous City survey** – The City may have documentation on your property from a prior historical evaluation effort.
  - i. **1985 Historic Survey** – The scope of this survey included all residences listed in the 1919-1920 City directory. The boundaries of the survey are Hillcrest Boulevard, Shamrock Avenue, Olive Avenue, and Mayflower Avenue. This area was found to have the highest density of pre-1920 structures.
  - ii. **Potential List** - The City Council adopted Resolution No. 95-15, which established a list of properties that were determined to have historic value. If your property is listed on the Potential List your property will not qualify for an exemption request.
  - iii. **Draft Historic Context Statement** – The City is currently in the process of preparing a Citywide Historic Context Statement. Once the Historic Context Statement is adopted, it will serve as a tool for the evaluation and designation of potential historic districts.
- d. **Los Angeles County Assessor Data** (<https://assessor.lacounty.gov/>) – Although City of Monrovia building permit history is the most accurate source of building history, the Assessor’s website contains useful property and building information. This data can be used to evaluate if your residence was built when the majority of the other residences were constructed on the block.