



City of Saratoga
13777 Fruitvale Avenue
Saratoga, California 95070

**SUBMITTAL REQUIREMENTS FOR
HERITAGE RESOURCE APPLICATIONS**

Application and fees (see current fee schedule) must be submitted at least twenty-one (21) calendar days before the next scheduled Heritage Preservation Commission (HPC) meeting to be placed on the agenda. The HPC meets on the morning of the second Tuesday of every month.

HERITAGE RESOURCE ALTERATION REVIEW

- ❑ Completed Heritage Resource alteration application form
- ❑ Ten (10) copies (11" x 17" sets) of the following:
 - Existing Site Plan / Demolition Plan
 - Proposed Site plan
 - Existing and Proposed Elevations
 - Colors and Materials Board

MILLS ACT CONTRACT (LANDMARK PROPERTY)

- ❑ Completed Mills Act application form
- ❑ Letter of authorization from owner if agent is to act on behalf of owner
- ❑ Current title report
- ❑ Deposit agreement form
- ❑ Ten (10) copies of the following:
 - Current DPR/BSO¹ of subject property
 - Documentation regarding historic significance
 - Comprehensive photographs of subject property
 - Site Plan
 - Restoration plan
 - Baseline conditions

Please note additional materials may be necessary upon review of application

¹ *Department of Parks and Recreation Primary Record / Building, Structure, and Object Record*