



HCM # 225: Los Angeles Theatre

CITY OF LOS ANGELES
Office of Historic Resources | Cultural Heritage Commission

HISTORIC-CULTURAL MONUMENT NOMINATION INFORMATION GUIDE

Updated April 2018



Table of Contents

INTRODUCTION	3
DESIGNATION TIMELINE	4
APPLICATION CHECKLIST	5
IMPORTANT RESOURCES	5
NOMINATION FORM INSTRUCTIONS	7
SECTION 1: PROPERTY IDENTIFICATION	7
SECTION 2: CONSTRUCTION HISTORY AND CONDITION	8
SECTION 3: BUILDING STYLE AND MATERIALS	9
Architectural Style	9
Stories	9
Plan Shape	9
Exterior Description	9
SECTION 4: ALTERATION HISTORY	10
SECTION 5: EXISTING HISTORIC RESOURCE IDENTIFICATION	10
Federal/State Historic Designation Programs	10
Historic Preservation Overlay Districts	10
Historic Resource Surveys	11
SECTION 6: HISTORIC-CULTURAL MONUMENT CRITERIA	11
SECTION 7: WRITTEN STATEMENTS	12
Proposed Monument Description	12
Statement of Significance	12
SECTION 8: CONTACT INFORMATION	12
SECTION 9: CHECKLIST	13
SECTION 10: RELEASE AND SUBMITTAL	13

INTRODUCTION

The Office of Historic Resources welcomes your interest in the City of Los Angeles' Historic-Cultural Monument (HCM) designation program. The Cultural Heritage Ordinance defines a Historic-Cultural Monument as a building, structure, site, or significant trees or other plant life of particular historic or cultural significance to the City of Los Angeles. The City of Los Angeles is home to a wide variety of Historic-Cultural Monuments, from grand movie palaces, to modest Victorian cottages, to monumental canals, bridges, and natural rock formations. The images in this packet provide a glimpse of the diversity of historic resources in Los Angeles.

It is important that you provide as much information as possible about the proposed monument in your nomination. Visit library archives, search historic newspapers, peruse books about Los Angeles history and architecture, and reach out to local historic preservation organizations. In addition, explore the *Office of Historic Resources* and *SurveyLA* website to become familiar with our preservation program and review tips for conducting historic property research. Conducting thorough research will enable you present a stronger nomination.

We understand that many individuals may not have engaged in this type of research before. Do not feel intimidated or overwhelmed by the research process if it is new to you, as our office will gladly assist you if you have questions. Please note, however, that the Office of Historic Resources cannot prepare your nomination for you. However, staff may supplement your application with additional information should the need surface during the review period.

Additionally, if you wish to seek outside assistance for preparing your nomination, several consulting companies and individuals offer fee-based services. Although we can provide you contact information, our office does not endorse any specific entity to assist you, as any transaction or agreement is between you and the consultant.

This instructions packet will guide you through each section of the nomination form. Do not hesitate to contact our office if you need further assistance in completing the form or have questions regarding the nomination requirements. Lastly, know that we value your work and appreciate your time and commitment to preserving Los Angeles's unique cultural and architectural identity.

[Back to Table of Contents](#)

DESIGNATION TIMELINE

STEP 1: Upon receipt, the Office of Historic Resources (OHR) reviews the application for completion. An application that is deemed complete must provide sufficient evidence and necessary documentation. If no additional materials are needed, OHR prepares an initial staff report that states whether the Cultural Heritage Commission (CHC) should take the proposed designation under formal consideration.

STEP 2: CHC holds a public hearing during which it will vote on whether it will formally begin the HCM review process. It is recommended that applicants supplement a presentation of their proposed monument with a brief photo slideshow. If the CHC votes to take the nomination under formal consideration, the application process formally begins.

STEP 3: OHR formally notifies the property owner about the nomination. Additionally, all permits in process are flagged for review and a temporary stay on demolition or substantial alteration becomes effective. The stay remains while the property undergoes review.

STEP 4: OHR evaluates the proposed monument for designation and may conduct a site visit.

STEP 5: After evaluating the property, OHR prepares a final staff report recommending approval/denial of Historic-Cultural Monument designation for consideration by CHC.

STEP 6: CHC holds a second public hearing during which it will vote to approve/deny Historic-Cultural Monument status. If the commission votes denial, the designation process ends and the stay on demolition or alteration is lifted.

STEP 7: If CHC approves Historic-Cultural Monument designation, the nomination is forwarded to the City Council's Planning and Land Use Management Committee (PLUM).

STEP 8: The three-member Planning and Land Use Management Committee holds an initial hearing to recommend a final approval or denial for consideration by the full City Council.

STEP 9: The City Council grants the property, site, or structure inclusion on the list of HCM's.



HCM #311: Los Altos Apartments



HCM #159: Ralph J. Bunche Home



HCM #68: Charles Lummis Residence

[Back to Table of Contents](#)

APPLICATION CHECKLIST

You must submit all application materials in the order stated below. Although the page limit for mailed applications is 100 pages, you may submit additional material on a CD, flash drive, or as email attachments.

Nomination Form: All entries must be typed. Handwritten forms are not accepted.

Written Statements: This section should be typed on a separate document. Although you may choose to structure your statement in any format, you must address the stated prompts.

Bibliography: Cite the title, author, and source for all books, websites, media clips, interview, etc. that you used your research.

Primary Photos: We ask that you include two, 8x10, *high quality* photos of the exterior, main façade, or other primary viewpoint. Prints *and* digital copies are necessary.

Primary Documents: Include copies of relevant newspaper clippings, maps, or articles used in your research.

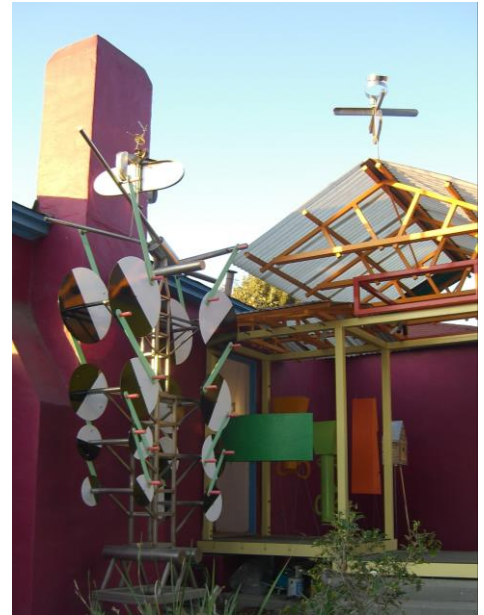
Copies of building permits for major alterations: In addition to the original building permit, you must attach copies of building permits for all significant alterations.

Contemporary Photos: These photos should exhibit various exterior angles, interior spaces, or secondary structures. It is a good idea to include photos of character-defining features or unique details mentioned in the Proposed Monument Description. Contemporary photos should reflect the property's most recent condition.

Historical Photos: If available, include photos from newspapers, books, etc. that provide historical perspective and demonstrate change.

ZIMAS Parcel Report: Print the property's parcel report from the ZIMAS website. Navigate to *Reports* → *Parcel Reports* → *Run Report*.

****Disclaimer:** *Please note that all documents submitted will become public records under the California Public Records Act, and must be made available upon request to members of the public for inspection and copying.*



HCM #972: Shire Art House



HCM #532: Venice Arcades

[Back to Table of Contents](#)

IMPORTANT RESOURCES

Guides to Conducting Historical Research

<http://www.preservation.lacity.org/news/ohrs-how-guide-conducting-historical-research>

<https://www.laconservancy.org/resources/guide/historical-research-guide>

Zone Information and Map System (ZIMAS):

www.zimas.lacity.org

ZIMAS is the portal that contains all legal, jurisdictional, planning, zoning, and assessor information for parcels in the City of Los Angeles. For more on how to use ZIMAS to find required information your nomination, review this step-by-step guide.

SurveyLA:

www.preservation.lacity.org/survey

SurveyLA, the Los Angeles Historic Resources Survey, is the City's first comprehensive program to identify significant historic resources. The project will increasingly be a vital resource for historic resource identification as its goal is to evaluate properties based on a set of historic contexts, sub-contexts, and themes.

Architecture Reference Books

The following is a list of prominent books on architectural history:

- Blumenson, John J.G. *Identifying American Architecture: A Pictorial Guide for Styles and Terms, 1600-1945*. Nashville: American Association for State and Local History, 1981.
- Carley, Rachel. *The Visual Dictionary of American Domestic Architecture*. New York: Genry Hotl and Company, 1994.
- Harris, Cyril M. *American Architecture: An Illustrated Encyclopedia*. New York: W.W. Norton & Company, 1998.
- McAlester, Virginia Savage. *A Field Guide to American Houses: The Definitive Guide to Identifying and Understanding Domestic Architecture*. New York: Alfred A. Knopf, 2013.



HCM #653: Bryson Apartments



HCM #679: Maverick's Flat



HCM #659: Pacific's Cinerama Dome Theatre and Marquee

[Back to Table of Contents](#)

NOMINATION FORM INSTRUCTIONS

SECTION 1: PROPERTY IDENTIFICATION

Choosing the Proposed Monument Name:

The historical name of the building is most often used as the name of the proposed monument. If the building does not have a historical name, the name of the original owner/builder is appropriate. For example, if the original owner/builder of a property was named “Phillip J. Adams,” the building may be titled “Adams Residence.” If a later figure in the property’s history contributed significance, this person’s last name can be hyphenated with the original owner’s name, for example, “Adams-Jones Residence.” If the original owner/builder is not significant or cannot be identified, the address may be used to identify the building, such as “1234 Main St. Residence.” However, using the current property owner’s name as part of the proposed monument’s name is generally not acceptable.

Name Source: Clarify the reason you chose the proposed name, e.g., it’s the name of a former property owner.

Other Associated Names: If the structure has a long history of different names, for example a restaurant that had different proprietors over the years, list them here.

You can find the following property information in ZIMAS:

Street Address: Choose the address associated with the property’s street-facing entrance.

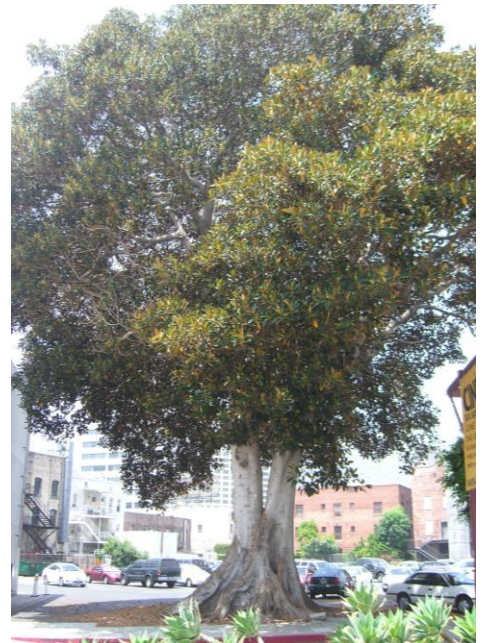
Range of Addresses: Multiple addresses may be listed in the property’s ZIMAS inventory if it spans multiple parcels.

Community: Identify the community in which your property is located (e.g., Highland Park, Chinatown, Little Tokyo). It is also acceptable to provide the property’s Community Plan Area.

Assessor Parcel Number (APN): 10-digit number that identifies unique parcels.



HCM #51: Carroll Avenue Residence



HCM #920: Aoyama Tree

Proposed monument property type:

Select the property type that *best* describes the proposed monument.

- Building: Houses, churches, theatres, offices, restaurants, studios, hotels, etc.
- Structure: Memorials, fountains, bridges, auditoriums, sculptures, stairways, etc.
- Object: Small sculptures, signs, etc.
- Site/Open Space: Built landscapes such as parks, cemeteries, and public spaces, or an open space with historic significance.
- Natural feature: Trees, plants, bodies of water, and waterways which may or may not be man-made.



HCM #187: Korean Bell and Belfry of Friendship in Angel's Gate Park

SECTION 2: CONSTRUCTION HISTORY AND CURRENT STATUS

Year Built:

The factual date of construction can be found on the original construction permit or other official document. If an original building permit or official document cannot be found, you can use Sanborn Maps, oral histories, the construction method, or the architectural style to help you estimate the date of construction.



HCM #270: Venice Canals

Threats:

Does the property face any physical threats?

Architect/Designer/Contractor:

The architect, designer, engineer, or contractor are often listed on building permits, and are sometimes mentioned in publications such as *Southwest Builder and Contractor*.

However, if the name of the architect or contractor on the building permit is also that of the owner, this does not necessarily mean that the owner designed the building. Rather, it usually means the owner acted as the general contractor, and may have purchased the design from a catalog. If you discovered that this is the case, write “unknown” and note your findings in the statement of significance.

Original/Present Use:

The original use is the purpose the property was built to serve. The present use is the property’s occupation status today. Discuss major changes of use in the Statement of Significance.



HCM #914: Avalon Boulevard Mexican Fan Palm Trees

[Back to Table of Contents](#)

Is the Proposed Monument on its Original Site?

You may assume that the building or structure is on its original site, especially if you obtain an original building permit and other documentary evidence. If you have evidence that the building has been moved, select “no” and discuss the changes in your Written Statements. If you cannot determine if the building has been moved, select “unknown” and discuss in the Written Statement.

SECTION 3: BUILDING STYLE AND MATERIALS

Identify the architectural style, if possible, as well as the form and material of exterior elements. The objective of this section is to delineate the overall structure and defining characteristics of the proposed monument. Because this section specifically applies to buildings, nominations for property types that are not identified with an architectural style need not have it completed. Complete this section by selecting from the drop-down menus or typing your own entries. See Appendix for a list of all the drop-down options.

Architectural Style:

Select the appropriate architectural style from the dropdown menu. For descriptions of each style, search the *Architecture and Engineering Context Summary Table*, on the SurveyLA website. If the appropriate style is not provided in the drop-down, you may type in a better fit.

Stories: How many stories is the subject building?

Plan Shape: Select the appropriate plan shape of the subject building.

Exterior Description:

Identify the primary features of the building’s construction, cladding, roof, windows, entry and doors by selecting from the drop-down boxes. Identify a primary and secondary type for each category. For example, if a building has multiple types of windows, identify the two most common types.



HCM #468: Sacred Heart Church



HCM #134: Crossroads of the World

SECTION 4: ALTERATION HISTORY

In the table, specify alterations that were made to the original structure or character of the proposed monument such as remodeling, additions, changes of use, or exterior modifications. Fill in the provided table or complete this section on a separate sheet.

This history can be found by performing permit searches for all associated addresses of the building (though you should list all known alterations whether there is a permit or not). To locate building permits, visit the Department of Building and safety (201 N. Figueroa or 6262 Van Nuys Blvd) where staff members will assist you (See OHR “How-to” Guide form more information). Organize building permits in chronological order in the nomination packet, beginning with the initial construction permit.

SECTION 5: EXISTING HISTORIC RESOURCE IDENTIFICATION

If the property has been identified or listed as eligible for historic designation, this section is the place to provide that information.

Federal/State Historic Resource Designation:

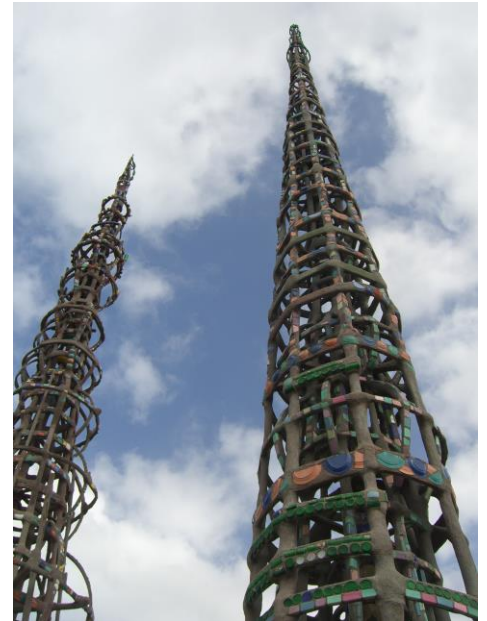
You can find out whether the property has been identified by the National Register of Historic Places or California Register of Historical Resources under the Planning/Zoning tab in ZIMAS.

- **Using ZIMAS to Find Historic Preservation Information:** Step-by-step instructions.
- **Federal and State Designation Programs:** Short summary and eligibility criteria.

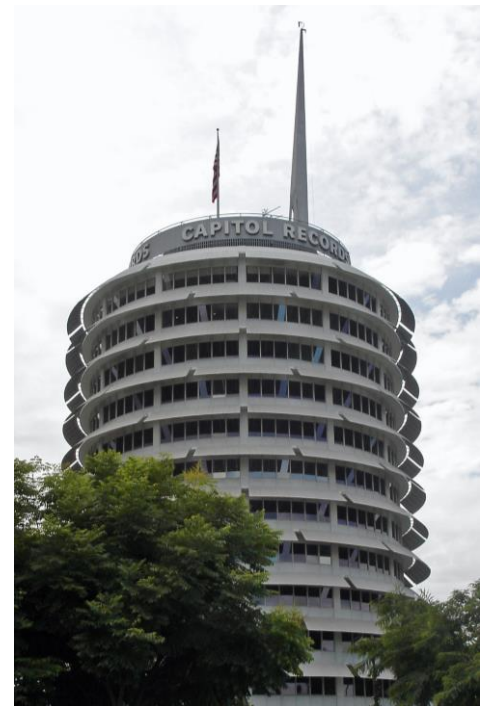
Historic Preservation Overlay Districts (HPOZ)

<http://www.preservation.lacity.org/hpoz/homepage/about-hpoz-program>

An HPOZ is a City-designated historic district that is defined by a cohesive and unique architectural identity. Properties located within the boundaries of these districts may be identified as either contributing features, if they conform to the primary architectural style of the district, or non-contributing, if they do not. To find out whether the property is located in an HPOZ, search in ZIMAS (Planning/Zoning) or the HPOZ website.



HCM #15: Towers of Simon Rodia



HCM #857: Capitol Tower

[Back to Table of Contents](#)

Historic Resource Surveys:

An historic resource survey identifies and catalogues historic properties. You can access historic resource surveys prepared by the City of Los Angeles on the SurveyLA website.

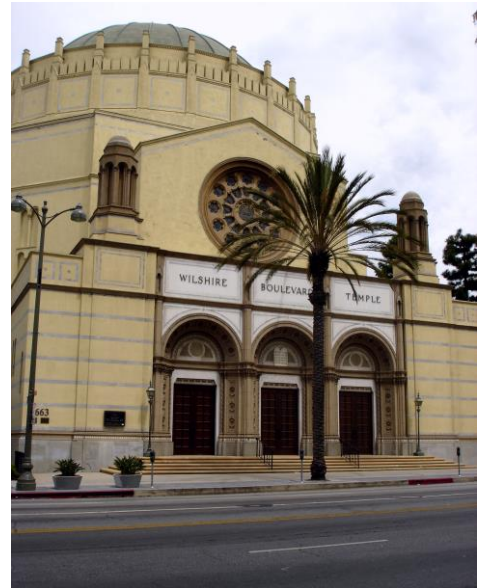
SurveyLA Field Survey Findings and Reports: Results of SurveyLA and Community Redevelopment Agency (CRA) surveys.

SECTION 6: HISTORIC-CULTURAL MONUMENT CRITERIA

*Indicate which of the three criteria best represent(s) the historic character of the proposed monument. Choose all that apply, however, know that each selection **must** be addressed and explained within the Statement of Significance and substantiated with primary and secondary resources that support your claim.*

The three criteria for HCM designation, stated in the Cultural Heritage Ordinance Section 22.171.7, are listed below:

1. Is identified with important events of national, state, or local history, or exemplifies significant contributions to the broad cultural, economic or social history of the nation, state, city or community;
2. Is associated with the lives of historic personages important to national, state, city, or local history; or
3. Embodies the distinctive characteristics of a style, type, period, or method of construction; or represents a notable work of a master designer, builder, or architect whose individual genius influenced his or her age.



HCM #116: Wilshire Boulevard Temple



HCM #750: The Munch Box

[Back to Table of Contents](#)

SECTION 7: WRITTEN STATEMENTS

In this section, discuss at length the property's character-defining features as well as its historic, cultural, and/or architectural significance. Although there is no formal structure to the written statements, we ask that you address the prompts stated below. As with the rest of the form, the written statements must be typed. Generally, each section must be a minimum length of half a page.

Proposed Monument Description:

Please identify and describe all original, character-defining structures, elements, interior spaces, or landscape features.

Consider organizing your statement as a narrative that progresses from a large to small scale perspective. Begin by discussing the site and surrounding environment. How many structures are on the lot? Does the site contain distinctive landscaping or natural features such as trees or hedges? Is the site on a slope? If the property is not on a large lot, the site description may be minimal.

If a visitor were to approach the proposed monument, what would they notice first? You might first describe the plan shape, then exterior elements, interior spaces, and lastly, character-defining features and unique details.

Statement of Significance:

Address the proposed monument's historic, cultural and/or architectural significance by discussing how it satisfies each Cultural Heritage Ordinance criteria that you selected in SECTION 4. For example, you might provide a brief history of significant property owners. Or, you might discuss how the proposed monument represents its cultural milieu. Be sure to support your claims with reputable sources such as autobiographies, articles, books etc. A bibliography that lists all sources you used in your research is required.



HCM #939: The Black Cat



HCM #10: Eagle Rock

SECTION 8: CONTACT INFORMATION

Applicant: The individual or party initiating the nomination. If the applicant is both the owner and nomination writer, only this box should be completed.

Owner: Complete if the nomination is not owner-initiated.

Nomination Preparer/Applicant Representative: The preservation agency or other third party that prepared the nomination and/or represent the applicant.

[Back to Table of Contents](#)

SECTION 9: SUBMITTAL CHECK-LIST

All of the listed items are necessary for an application to be considered complete.

SECTION 10: RELEASE

The applicant must sign to acknowledge the following:

- 1) All documents submitted as part of the nomination packet will become public records under the California Public Records Act, and must be made available upon request to members of the public for inspection and copying.
- 2) All photographs and images submitted will become the property of the City of Los Angeles. The City has the permission to use any photographs and images received in the packet without compensation. Be sure to accurately and thoroughly cite the sources of all the materials you used. For example, if you received photos from the public library, state the title, photographer, filing information, and date in a bibliography.
- 3) The applicant has the right or permission to submit all information contained in the application.

SUBMITTAL

Send application with the subject header, **“Historic-Cultural Monument Nomination,”** to:

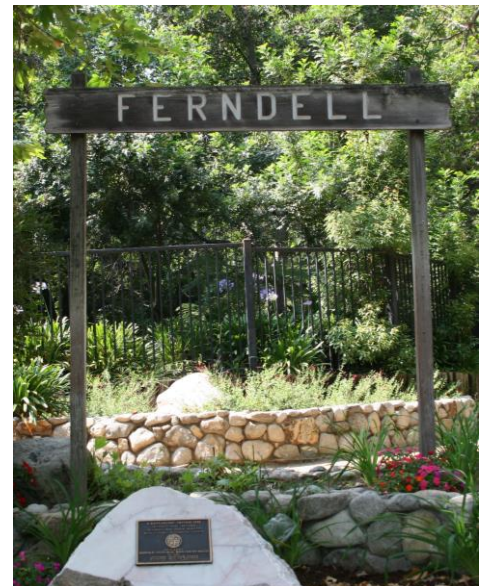
Office of Historic Resources
 Department of City Planning
 221 North Figueroa Street, Ste. 1350
 Los Angeles, CA 90012

PLUS

Email digital copies of your primary photos to:
 melissa.jones@lacity.org



HCM #522: State Theater Building



HCM #112: Gabrielino Indian Site in Griffith Park

[Back to Table of Contents](#)