

Si necesita esta informacion traducida por favor llame a (626) 744-4009.

Yete ays deghegoutuneruh gu nakhundrek hyerenov lussel, hadgetzek heratzaynell ays tuveen (626) 744-4009.

January, 2008

Dear Historic Highlands Landmark District Property Owner:

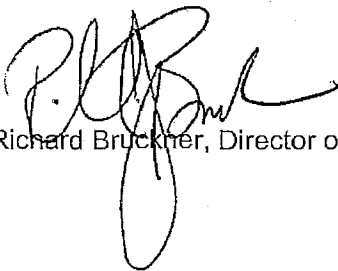
The City Council has recently designated portions of ***N. Lake Avenue, N. Mentor Avenue, N. Catalina Avenue, N. Wilson Avenue, Mar Vista Avenue, N. Michigan Avenue, N. Chester Avenue, N. Holliston Avenue, Atchison Street, Topeka Street, Elizabeth Street, E. Howard Street, Rio Grande Street and E. Washington Boulevard*** as the Historic Highlands Landmark District. Specific addresses are available at the Pasadena Permit Center, 175 N. Garfield Avenue, window #4 or on our website:

<http://www.cityofpasadena.net/planning/deptorg/dhp/homedhp2.asp>

Periodically the City sends property owners a reminder of the special requirements for permits in landmark districts. In the Historic Highlands Landmark District, you must obtain a **Certificate of Appropriateness** (a type of permit)—in addition to a regular building permit—for **exterior alterations or additions** that will be visible from a street and for new construction, demolition (including garages), and relocation of structures. For example, this permit is required for projects such as changing windows or doors, building new retaining walls, constructing a fence, or modifying a chimney. Certain projects, including interior work, exterior painting, landscaping, and work that is not visible from the street, can proceed as usual without a need for this certificate.

In some cases, it may take longer to receive a building permit because of the careful review that is required for a Certificate of Appropriateness. Staff is available to meet with you to assist you in applying for a certificate. If you have any questions, please call one of the planners in the Design and Historic Preservation section at (626) 744-4009.

Sincerely,



Richard Bruckner, Director of Planning & Development