



**CITY OF YREKA
PLANNING DEPARTMENT
HISTORIC DISTRICT
APPLICATION
CHECKLIST**
(See separate application for Historic Signs)



City of Yreka
Planning Department
701 Fourth Street
Yreka, CA 96097
(530) 841-2324
FAX: (530) 842-4836

Property located within the Historic District has separate & specific regulations

To proceed with the review of your project, City staff will need a complete application package. Providing a complete application package will expedite the review process. The following list is to be used by you and City staff to determine if you have prepared a complete application. Incomplete applications will not be accepted.

Project Name: _____ **Date:** _____

Project Address: _____ **AP #:** _____

Historic District Exterior Alteration Permit (Your project may require a building permit)

- Historic District Permit Application Form:**
 - Completed and signed by property owner or by designated representative having written authority to submit an application.
- \$75.00 Fee**
- A letter to the Planning Department detailing description of the proposed work including:**
 - Description of existing materials and colors;
 - A description of which components will be retained or repaired;
 - A description of the proposed replacement materials and colors with Historic District identification numbers.

Historic District Paint Exterior – Colors must be approved “Historic Colors”

- Historic District Permit Application Form:**
 - Completed and signed by property owner or by designated representative having written authority to submit an application.
- No Charge for Historic District Permit:**
- Samples of the proposed paint colors with names & identification numbers (i.e., paint chips) and an illustration showing locations where paint color will be applied (photographs and/or diagrams may also be used). Historic color sample charts are available online (google – images for historic paint charts) and at paint shops:**

Historic District Reroof (Building Permit will be required for reroof)

- Historic District permit application form:**
 - Completed and signed by property owner or by designated representative having written authority to submit an application.
- No Charge for Historic Permit:**
- Material samples (for asphalt shingles a 2” x 2” piece is sufficient) include description and color name:**
- Building permit application & fees:**

Historic District Fence

All fences must meet Historic District guidelines as well as zoning and height regulations.

- Historic District permit application form**
 - Completed and signed by property owner or by designated representative having written authority to submit an application.
- No Charge for Historic District Permit**
- A scaled and/or dimensioned site plan showing:**
 - The existing lot lines and buildings.
 - The location and dimension of proposed fencing (including height).
 - List of Material (i.e. wood, brick, etc. & names) and color samples (with names) of fencing

Placement of Propane Tanks within Historic District

- Building permit application & fees.**
 - Site plan showing location of propane tanks with bollards.
 - Wooden screening required for Historic District.
- Other such data may be required to permit the Planning Department to make the required findings for approval of the specific type of application.**

The City of Yreka can provide a copy of an Assessor’s parcel plot map on request.

STAFF USE ONLY

Comments: _____