



Cultural Resource Preservation
Information and Submittal Requirements
Checklist

City of Indian Wells
Community Development Department
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CULTURAL RESOURCE PRESERVATION

CULTURAL RESOURCE PRESERVATION. The purpose of the cultural resources preservation ordinance is to establish a mechanism by which community resources such as buildings, structures and sites within the City of Indian Wells may be identified, protected, enhanced and perpetuated to promote public awareness, education and enjoyment of historic resources within the City of Indian Wells.

Designation Criteria for Cultural Resource. An Individual Resource Designation is an improvement or natural feature that may be designated a cultural resource if it meets any of the following:

1. It exemplifies or reflects special elements of the City's cultural, architectural, aesthetic, social, economic, political, artistic and/or engineering heritage.
2. It is identified with persons, a business use or events significant in local, state or national history.
3. It embodies distinctive characteristics of style, type, period or method of construction or is a valuable example of the use of indigenous materials or craftsmanship.
4. It is representative of the notable work of a builder, designer or architect.
5. Its unique location or singular physical characteristic represents an established and familiar visual feature of a neighborhood, community or the City.

Archeological District. An area can be designated an archeological district, if it meets all of the following:

1. The area is a geographically definable area.
2. The area possesses either significant concentration of continuity of archeological resources; or the area is associated with the prehistory of Indian Wells.
3. The designation of the geographic area as an archeological district is reasonable, appropriate and necessary to protect, promote and further the goals and purposes of the ordinance codified in this chapter and is not inconsistent with the other goals and policies of the City.

This packet is designed to assist you in completing the cultural resources designation application. In addition, a copy of the Cultural Resources Ordinance has been attached for your reference. Please contact the City of Indian Wells Planning Division with any questions you may have at (760) 776-0229.

CULTURAL RESOURCE PRESERVATION SUBMITTAL REQUIREMENTS CHECKLIST

- Notarized letter with written consent of the property owner as it relates to the cultural resource designation.
- Application fee as per the current fee schedule.
- Site plan of proposed site to be designated.
- A Historic Resource Report prepared by a qualified professional meeting the Secretary of the Interior qualification standards justifying the designation of individual Historic Site that contains the following:
 - a. Justification Letter addressing professional qualifications and how the site qualifies as a historic resource per the City's designation criteria listed pursuant Indian Wells Municipal Code Section 22.16.040
 - b. Location and use of subject site, including physical address and Assessor's Parcel Number (APN).
 - c. A detailed description of the specific building, structure, object or site proposed for designation.
 - d. Date and method of construction. Provide copies of building permits
 - e. Information on the architect, designer, and/or developer
 - f. Aerial photo of the site/resource (from Google Maps or equal)
 - g. Photographs of the exterior of the proposed site, structure, buildings, or objects.
- Written approval from any applicable homeowners' association.
- A Phase II Resource Evaluation Study prepared by a qualified professional meeting the Secretary of the Interior qualification standards justifying the designation of Archeological District.
- Environmental application if applicable.
- Information as required for a public meeting contained in Section 21.06.100(a) of the Municipal Code as applicable.
- Other information as required per the request of the Community Development Director.

Information on Researching a Historic Property

The qualified professional will provide research that will not only help you develop a narrative history of your property but will also place the property within the appropriate historic context. In addition to completing building specific research, you should also read some general histories of the Indian Wells area to determine where your property fits into the city's history. Visit the [Indian Wells Historic Preservation Foundation website](#) for additional information. At the completion of the research, you should be able to answer the following questions:

- **What is the historic name of the property?**
- **When was the property constructed (circa date is acceptable)?**
- **Who designed the property? Who built it? Are they well known for their skill or expertise?**
- **How many buildings, structures, and other resources make up the property?**
- **What changes have been made over time and when? How have these affected its integrity?**
- **How large is the property, where is it located, or what are its boundaries?**
- **Was a landscape architect associated with the property?**
- **What is the current condition of the property, including the exterior, grounds, setting, and interior?**
- **How was the property used during its period of significance, and how is it used today?**
- **Who occupied or used the property historically? Did they individually make any important contributions to history?**
- **How does the property relate to Indian Well's history?**
- **Were there any important events that occurred at the property?**
- **Was there a community function or group associated with the property?**
- **Is it a rare building or architectural type, or is it representative of many other properties in its vicinity? Is it a fine example of style, craftsmanship or details?**

There are many sources that can be used to research a historic property. The following is a list of the most common locations within the City of Indian Wells and Riverside County that may have information regarding your property:

1. Building permits are available at the City's Building Department. Permits may indicate original construction date, owner, and architect or builder and provide information on additions and alterations. Building and Safety may also have information related to relocation or demolition of a building.
2. [Indian Wells Historic Preservation Foundation](#), 74923 Highway 111., (760) 346-8420.
3. [Riverside County Assessor's Office](#), County Administrative Center, 4080 Lemon Street. Assessor's records indicate ownership and construction dates.