



SAN FRANCISCO PLANNING DEPARTMENT

MEMO

DATE: August 12, 2010
TO: Historic Preservation Commission
FROM: Tim Frye, Acting Preservation Coordinator, (415) 575-6822
RE: Preservation Bulletin # 4, Certificate of Appropriateness Application, & Design Recommendations for Consent Calendar Scopes of Work

1650 Mission St.
Suite 400
San Francisco,
CA 94103-2479

Reception:
415.558.6378

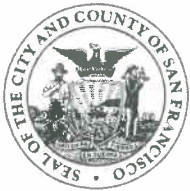
Fax:
415.558.6409

Planning
Information:
415.558.6377

At the August 18, 2010 hearing, Summer Intern, Loretta Cimmarusti, will present to the Historic Preservation Commission (HPC) a revised version of the Certificate of Appropriateness application and Preservation Bulletin # 4. The HPC requested review of these documents at their May 5, 2010 hearing. The documents have been revised to bring them up to date with other Planning Department (Department) entitlement applications and procedures, and to give project sponsors a better understanding of the Certificate of Appropriateness process.

The topics to be discussed include the issues with the current bulletin/application, the goals for the updated documents, the background research that was used for drafting the documents and a detailed discussion on the body of the bulletin. At its May 5, 2010 hearing the HPC also defined specific scopes that may be considered for the Consent Calendar. Preservation Bulletin #4 includes a new section that provides design recommendations for work considered under this Consent Calendar.

The Department requests that you review the attached materials in anticipation for the August 18, 2010 hearing.



SAN FRANCISCO PLANNING DEPARTMENT

Historic Preservation Commission Resolution No. XXX HEARING DATE AUGUST 18, 2010

ADOPTION OF DESIGN RECOMMENDATIONS BASED ON THE SECRETARY OF THE INTERIOR'S STANDARDS FOR SCOPES OF WORK TO BE CONSIDERED FOR THE CONSENT CALENDAR.

1. WHEREAS, on May 5, 2010 the Historic Preservation Commission (HPC) adopted and defined specific scopes of work that may be considered for the Consent Calendar.
2. WHEREAS, there are currently no local design guidelines or recommendations for the treatment of historic properties, based on the Secretary of the Interior's Standards, in order to provide additional guidance for project sponsors applying for a Certificate of Appropriateness.
3. WHEREAS, the Planning Department (Department) developed design recommendations based on the Secretary of the Interior's Standards, best practices from other jurisdictions, and the unique characteristics of San Francisco's architectural heritage in order to provide greater transparency and more specific review standards for obtaining a Certificate of Appropriateness.
4. WHEREAS, these recommendations for Consent Calendar scopes of work shall reside in Preservation Bulletin # 4, "Obtaining a Certificate of Appropriateness for Your Historic Property" until more comprehensive design guidelines or recommendations related to historic resources regulated under Articles 10 and 11 of the Planning Code are developed.
5. WHEREAS, these guidelines provide the impetus for the development of general design guidelines or recommendations based on the Secretary of the Interior's Standards for all scopes of work that require a Certificate of Appropriateness.

NOW THEREFORE BE IT RESOLVED that the Commission hereby ADOPTS these recommendations for Consent Calendar scopes of work for its review of properties under their purview as identified in Articles 10 and 11 of the Planning Code.

I hereby certify that the foregoing Resolution was adopted by the Commission at its meeting on August 18, 2010.

Linda D. Avery
Commission Secretary

1650 Mission St.
Suite 400
San Francisco,
CA 94103-2479

Reception:
415.558.6378

Fax:
415.558.6409

Planning
Information:
415.558.6377

AYES:

NAYS:

ABSENT:

ADOPTED: August 18, 2010



SAN FRANCISCO
PLANNING
DEPARTMENT

PRESERVATION BULLETIN NO. 4

Obtaining a Certificate of Appropriateness for Your Historic Property

Date Issued:
**DECEMBER 1998,
REVISED AUGUST
2010**

Relevant Topic(s):
**CERTIFICATE OF APPROPRIATENESS
HISTORIC PRESERVATION COMMISSION**

Preservation and Rehabilitation can help historic resources survive for future generations to experience and enjoy, and in turn, can play a meaningful role in our communities. Historic Preservation can also be used as a tool for the responsible, sustainable stewardship of our built environment.

INTRODUCTION

The Historic Preservation Commission (HPC) reviews all permit applications for work performed on designated San Francisco City landmarks and on properties within designated San Francisco historic districts. Generally speaking, any alteration to a designated historic resource identified under Article 10 of the San Francisco Planning Code (Planning Code) must obtain a Certificate of Appropriateness (CofA) from the HPC before applying for any other entitlement. This Preservation Bulletin provides an overview of the CofA procedure, application requirements, and guidelines for obtaining a CofA and is meant to be used as a guide for the CofA process. It also includes recommendations to facilitate the preservation and rehabilitation of the City's historic resources. The Planning Department (Department) recommends review of this bulletin before beginning the CofA process. The provided guidelines and recommendations are not criteria, but should be taken into careful consideration as they are used by the HPC and the Department and weigh heavily on the HPC's final decision.

ARTICLE 10 BUILDINGS AND THE HISTORIC PRESERVATION COMMISSION

Charter Amendment Proposition J received voter approval in the fall of 2008 and added the HPC to the City Charter that same year. The HPC advises the City on historic preservation matters, participates in processes that involve historic or cultural resources, and takes action on items concerning historic preservation as may be prescribed by ordinance. The HPC is the decision-making body that has the power to approve, disapprove or modify a CofA for work on designated City landmarks and buildings located within an historic district as regulated by Article 10 of the Planning

Code. If a project requires multiple Planning approvals, the HPC must review and act on any CofA before any other Planning approval action.

All designated City landmarks and historic districts are listed in the Appendices to Article 10 of the Planning Code. Generally speaking, the purpose of Article 10 of the Planning Code is to promote the health, safety, and general welfare of the public through a variety of means including the protection, enhancement, perpetuation and use of structure, sites and districts that are reminders of the past periods, events and persons, noteworthy examples of architectural styles or type/method of construction or is a representation of past cultures of significance to the area. These structures, sites and areas are of special character or special historical, architectural or esthetic interest or value, and should be preserved.

WHAT IS A CERTIFICATE OF APPROPRIATENESS?

A Certificate of Appropriateness is the authorization by the HPC for any additional construction, alterations, removal, or demolition of a designated City landmark and buildings within historic districts for which a City permit is required. All CofA's require approval by the HPC. The HPC must conclude its review by making findings of whether the proposal does or does not result in a significant impact upon, or is potentially detrimental to, the landmark site or historic district. The purpose of requiring a CofA is to ensure that the designated landmarks and historic districts are preserved and that any alterations/additions are compatible with the historic resource. The issuance of a CofA is in addition to all other laws and codes and does not exempt a property from, or diminish, such requirements. The CofA must be obtained prior to the approval of any other entitlements, including a building permit. Any conditions placed on a CofA become part of a related building permit. Once it is issued, a CofA is valid for three years.

WHEN IS A CERTIFICATE OF APPROPRIATENESS REQUIRED?

Generally speaking, any designated City landmark or building within a historic district needs to obtain a CofA for exterior work that requires a building permit. Any work involving a sign, awning, marquee, canopy or other appendage for which a City permit is required on a landmark site or in a historic district also requires a CofA. Please refer to the landmark's designating ordinance or the historic district's applicable Appendix in Article 10 of the San Francisco Planning Code, for more specific requirements on what type of work requires a CofA. Please note, in some designated historic districts, even some work that does not require a permit (for instance, painting unpainted masonry buildings within the Jackson Square Historic District, or landscaping features on the Bush Street Cottage Row Historic District) requires a CofA. Section 1006.7 of the Planning Code spells out additional standards for review of applications for proposed work on City landmarks and historic districts. In the event of any conflict between the standards of Section 1006.7 and the standards contained within the Appendix which describes the district, the more protective standard shall prevail.

A note on historic interiors:
In most cases an interior remodel that does not result in any changes to the exterior of a historic property does not require a CofA. However, in some rare cases, interior features may be protected within a property's designating ordinance. In these cases, a CofA is required for an interior remodel before obtaining a building permit. Please refer to the landmark's designating ordinance to determine if a CofA is required for this type of work.

NOTE: Appropriate treatments for historic materials can be found in the Preservation Briefs published by the US Department of the Interior. The Preservation Briefs are divided up by topics pertaining to different scopes of work performed on historic buildings. They are a valuable resource to property owners carrying out maintenance work on their properties. For example, Preservation Brief 6, Dangers of Abrasive Cleaning to Historic Building, is recommended for review before initiating a cleaning project for a historic exterior.

Per Section 1005(e), four types of work exempt from a CofA are as follows:

- New construction on the site of a legally demolished City landmark and when the vacant site is not in a designated historic district.
- Interior alterations, except for landmarks for which the designating ordinance identifies interior character-defining features and requires protection from alterations.
- Work done to bring a building into compliance with the UMB Seismic Retrofit Ordinance, when the Zoning Administrator determines that such work complies with the Architectural Design Guide for Exterior Treatment of Unreinforced Masonry Buildings (UMB) During Seismic Retrofit, November, 1991.
- Regular maintenance and repair, which is generally considered to be an act that does not include a change in the design, materials or outer appearance of a historic resource like exterior cleaning, material patching and repair, etc, do not require a CofA.

To determine whether a CofA is required, please contact the Planning Information Center (PIC) on the first floor of the 1660 Mission Street, at (415) 558.6377. If a CofA is required, an application is available at the PIC.

APPLICATION REVIEW STANDARDS

Planning Code Section 1006.7 outlines the criteria the HPC applies when evaluating a request for a CofA. In general these criteria recommend that the proposed work be compatible with the historic resource's design, materials, form, scale and location and should not detract from the property's character-defining features as described in the designating ordinance.

Section 1006.7(b) regarding landmark sites provides in pertinent part that "the proposed work shall preserve, enhance or restore, and shall not damage or destroy, the exterior architectural features of the landmark..." Please refer to the Planning Code Article 10, Section 1006.7 for a complete description of Standards for Review of Applications.

In historic districts, Section 1006.7(c) uses the same language but additionally states that projects in historic districts be compatible with the character of the historic district as described in the designating ordinance for that historic district. These standards appear in Section 7, "Additional Provisions for Certificates of Appropriateness" of each of the historic district appendices to Article 10. Section 1006.7 further states in pertinent part where compatibility does not presently exist with the character of the historic district, "reasonable efforts shall be made to produce compatibility, and in no event shall there be a greater deviation from compatibility."

A note on contributing and non-contributing structures:

A contributing building is a classification applied to a resource within a historic district signifying that it generally shares, along with most other resources in the district, the qualities that give the district historic significance as embodied by the criteria for designating the historic district and that it falls within the period of significance. In general, the difference between contributing and non-contributing buildings is that contributing buildings hold a high level of integrity and character-defining features that associate it with the district. A non-contributing resource does not share these qualities or lacks integrity and character-defining features and typically does not fall within the period of significance.

In addition to the above stated criteria, the HPC uses, as a policy, the Secretary of the Interior's Standards and Guidelines for the Rehabilitation of Historic Buildings, the "Standards", as their review criteria. When appropriate, the Standard's for Preservation, Restoration, and Reconstruction should be considered or applied. However, in most cases, the Rehabilitation Standards are generally used by the HPC and the Department when evaluating a request for a CofA. Adhering to these Standards can help a historic property maintain its visual character and integrity over time."

The Rehabilitation Standards are listed below; however, a complete guide to the Standards is published by the U.S. Department of the Interior through the National Parks Service. An illustrated version of The Secretary of the Interior's Standards for the Treatment of Historic Properties, which includes guidelines for rehabilitating, preserving, restoring and reconstructing historic buildings, can be found on the National Parks Service website

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

- A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, space, and spatial relationships that characterize a property will be avoided.
- Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
- Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- Deteriorated historic features will be repaired rather than replaced. Where the severity of the deterioration required replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
- Chemical or physical treatments, if appropriated, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

A note on integrity: Generally speaking, integrity is considered to be a property's ability to convey its significance over time. It is the understanding of a property's physical features and how they relate to what makes it significant. The seven aspects of integrity are: a resource's location (where it was constructed), design (the style or manner in which it was constructed), setting (the area surrounding the resource), materials (what it was originally constructed out of), workmanship (how it was constructed), feeling (the resource's expression of its significance) and association (the link between the resource and what makes it significant). A resource's integrity is maintained when the majority of these seven aspects have not changed over the course of its life.

- Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
- New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The Commission's decision to approve, modify, or disapprove a CofA is based on the Standards, any applicable sections of Article 10 of the Planning Code and the provided recommendation in this document.

This section is provided to assist in making appropriate design decisions, which if addressed per these recommendations, will likely be found to be in general conformance with the Standards. The following recommendations are based on the Standards and are used in evaluating the compatibility of each proposed project.

These Standards allow for the repair of damaged materials, and the replacement of materials extensively damaged or deteriorated beyond repair. In particular, the Standards, used by the HPC and the Planning Department, allow for the opportunity to make possible more efficient and contemporary uses for buildings through alterations and additions. While projects are reviewed for conformance with the Standards on a case-by-case basis, the following recommendations are used in evaluating all projects.

A note on character-defining features: A character-defining feature is a characteristic of a historic resource that helps identify and tie the resource to the criteria that determines it to be of historic significance. Character defining features can be a tangible aspect of a built resource or can be an intangible feeling that the resource may convey. Maintaining these character-defining features over time is what determines a historic resource's level of integrity.*

General recommendations:

- It is always most important to identify, retain, protect and preserve all historic character-defining materials and features of a historic property.
- Repairing historic materials should always be used as a first approach. If repair is not an option, replacement in-kind or with compatible materials is recommended.
- If replication of character-defining features is not an option, new designs should be compatible with the historic building's character-defining features.
- Preserve the historic structure's original form and massing. This includes, maintaining historic roof-lines, historic heights and widths of the primary facades and set all additions as far back from the front façade as possible.
- While there should always be a clear distinction between new and old, all new additions should communicate well with the historic structure.

- Do not attempt to make alterations/additions to buildings that imply an inappropriate historic period.
- All work should be constructed in a manner that retains as much historic fabric as possible and ensures that character-defining features are not obscured, damaged, or destroyed. All work should be done in a manner that if removed in the future, the character-defining features will remain undamaged.

The following ideals (in the order of hierarchy) should always be considered for work on any type of historic resource:

- Treatment I. "maintain rather than repair"
- Treatment II. "repair rather than replace"
- Treatment III. "preserve rather than restore"
- Treatment IV. "restore rather than reconstruct"

THE CERTIFICATE OF APPROPRIATENESS PROCEDURE

Please review the instructions in the CofA application and answer all questions to the greatest extent possible. PIC staff can answer questions about the CofA application. After filling out the application and collecting the required additional application and notification materials, please contact the Planning Department for an intake appointment to process the application. At this appointment a planner will review the application to ensure it is complete. The application will then be assigned to a specific Quadrant Team and planner, dependent upon the location of the subject property. The assigned planner will review the application against the San Francisco General Plan, the Planning Code, the Planning Department policies, the Standards, and any other additional requirements. The Planner will contact the project sponsor to set an HPC hearing date and will begin the notification process. Pursuant to Planning Code notification requirements, all owners within 300 feet of the subject property will receive notification of the hearing. During this period, the assigned planner will compile comments and concerns received from the neighborhood. Neighborhood support or opposition will be reflected in a staff report presented at the HPC hearing complete with the Planning Department recommendation for approval, disapproval or approval with conditions of the CofA.

Work Considered Under the Consent Calendar

The HPC lists the following items as common scopes of work on the Consent Calendar that are considered to be routine by the Commission. Items on the Consent Calendar will be acted upon by a single roll call vote of the Commission. Please note there is no separate discussion of these items unless a member of the Commission, the public or staff so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item. The HPC, at its discretion, may impose additional conditions of approval, as it sees appropriate. The goal of the Consent Calendar is to facilitate the approval process required to obtain a CofA from the HPC for minor alterations/additions to historic properties.

If the proposed work exceeds the work outlined in the Consent Calendar items, the project will be reviewed by the HPC under Regular Calendar items and is open to public comment and discussion by the HPC. Additionally, no other element of the CofA procedure changes for the proposed project.

This section lists and defines each scope of work to be considered for the Consent Calendar, materials required to submit as part of the CofA application, and recommendations on how the work should be carried out.

ALTERATIONS ON SECONDARY ELEVATIONS

This section applies to projects that occur within historic districts, on secondary elevations that are not visible from the public right-of-way and do not result in a physical expansion that would trigger 311 notification, change in roof form, or primary façade alteration.

A secondary elevation is generally defined as the sides or the rear of a building or any elevation other than the primary elevation. The primary elevation is generally the main elevation along the street frontage that typically possesses stylistic characteristics, the main entrance, and/or a higher level of finished materials. Corner buildings generally are considered to have two primary elevations along both street frontages.

Examples of alterations that could be eligible for the Consent Calendar under this scope of work include new openings for windows and doors, dormers or skylights on the side and rear slopes of the roof, and additions to the rear of the building.

Common Types of Alterations:

ADDITIONS: Alterations that fall under this scope of work should be subordinate visually or volumetrically and differentiated from the historic structure, i.e., an addition proposed at the rear of a historic building that is differentiated from the historic structure by creating a return (or set back) between the historic portion and the addition, provided that the massing of the new addition is smaller than the historic structure.

For more information on the 311 Neighborhood Notification process, please refer to the Zoning Administrator's Bulletin #4, titled "Public Notification for Building Permits in Residential and Neighborhood Commercial Districts"

Recommendations:

- New additions should be constructed in a way so that if one day removed, the original form of the building has not been changed or damaged.
- Historic finishes that are character-defining features should be maintained where possible.
- Exterior finishes of the new addition should compliment the historic exterior finishes in visual interest and texture.

Consider the following characteristics of the historic structure when designing any type of new additions:

- Height
- Setbacks
- Massing
- Composition
- Materials
- Character

DORMERS: Adding dormers is a common way of increasing the habitable floor area of a structure by providing additional light and ventilation to an attic space. This can be accomplished by using a gabled or flat roof extension through a sloping roof.

Recommendations:

- The size of new dormers is limited to 8' x 8' in size, must be setback at least 3' from the side property lines, and setback at least 10' from the building's front façade.
- The height or ridge line of the dormer should be a minimum of 1 foot below the historic ridgeline.
- The total roof area of all dormers (existing and proposed) shall not be more than 20 percent of the existing horizontal area of the roof.

Dormers that do not comply with these criteria will trigger 311 notification and may also require a full hearing by the HPC.

For more information on designing dormers to avoid 311 Neighborhood Notification, please see the Zoning Administrator's Bulletin #3, titled "Dormer Windows."

WINDOWS: Projects under this scope of work include creating new openings on secondary elevations where window openings historically did not exist or skylights on an existing roof where the slope does not face the public right of way. (For window replacement projects, please see the section on Window Replacement).

Recommendations:

- New window materials should match the material of the historic windows or the historic character of the building.
- New windows should be differentiated from historic windows by simplification of millwork around new openings.
- Characteristics of new openings should match those of the historic openings.

- Skylights should have a flat profile and finish that matches the color of the roof material and have a non-reflective surface.

Materials required for projects under this scope of work:

- Site plan – existing and proposed
- Floor plan – existing and proposed
- Elevations – existing and proposed
- Roof plan – existing and proposed
- Section through building indicating proposed work
- Photos of all elevations from multiple vantage points
- Samples and cut sheets of all proposed materials

REPLACEMENT OF FRONT STAIRS AND LANDINGS

This section applies to projects that propose replacement front stairs and landings.

Front stairs, landings, and a building's relationship to the street are important character-defining features of a historic resource. Any physical elements that may be retained and repaired should be undertaken in order to preserve as much historic material as possible.

Historic stairs or landings that are beyond repair should be replaced with in-kind materials. All historic railings and decorative elements should be retained and reinstalled in their original locations. Decorative porches, pent roofs, or other historic elements that are attached to or adjacent to the stairs and landing should be stabilized and protected during construction.

The replacement of non-historic materials with more appropriate compatible materials may be placed on the Consent Calendar provided that the proposal is based on physical or documented evidence or is found to be compatible with the character-defining features of the historic resource.

While building code requirements for replacement railings, stairs and landings may require changes to the historic design, the general character of these features should be retained, including the configuration and relationship to the street, e.g. to maintain a straight run stair in its historic configuration, a minor encroachment permit may be required to accommodate the code-complying rise and run of the stair treads.

Materials required for projects under this scope of work:

- Site plan – existing and proposed
- Where applicable, additional existing and proposed details may be required for replacement railings
- Photos of the existing stair/landing and its related features, including historic photos or documentation, if applicable
- Documentation of the conditions of existing stair/landing and its related features

CONSTRUCTION OF DECKS, STAIRS AND LANDINGS

This section applies to the construction of decks, stairs and landings that are located on secondary elevations and are not visible from the public right-of-way.

Generally speaking, for the construction of new decks, stairs and landings on a secondary elevation to be considered for the Consent Calendar, new work should be done so in a way that it is not visible from any public right-of-way. Any new addition should be placed in a location where it will not disturb or destroy any character-defining features. The construction of a new deck, stair or landing on a secondary elevation may require 311 Neighborhood Notification.

Any proposal should consider its relationship to the historic property as well as the surrounding district and adjacent buildings. The height and depth of a building's expansion into the rear yard can impact mid-block open space. It's important to acknowledge open spaces created by rear yards and design decks, stairs and landings with the mid-block open space in mind.

Follow these tips to avoid diminishing mid-block open space and minimize the impact on historic resources:

- Notch landings and decks at the rear or provide setbacks from side property lines to minimize impacts on the historic resource and the mid-block open space.
- Railings should be open or transparent.
- Consider relationship to adjacent properties when designing the proposal.

Contemporary designs are encouraged; however, should reference characteristics from the historic building, without attempting to create a false sense of history. The expansion should be differentiated from the historic building, but compatible in size, materials, and general form.

Materials required for projects under this scope of work:

- Site plan – existing and proposed
- Elevations – existing and proposed
- Photos of all elevations from multiple vantage points

WINDOW REPLACEMENT

This section applies to window replacement proposed on any elevation.

Historic windows should be retained and repaired whenever possible; however, appropriate window replacement is encouraged when repair is not an option. Windows on primary elevations generally have more detail than those on secondary elevations, and their historic characteristics should be considered when proposed for replacement.

A note on curved windows and curved bays: Manufacturers of curved windows are limited and replacement may be prohibitably expensive. Curved windows should be retained and repaired at all times, regardless of their location on the building.

For a window replacement project to be considered under the Consent Calendar, work should comply with the following recommendations:

- Character-defining features should be retained.
- All replacement windows should be in kind to match as closely as possible the historic windows in size, glazing, operation, materials, finish, exterior profiles and arrangement.

For additional information on window replacement, please see the Planning Department's Publication, Standards for Window Replacement.

Materials required for projects under this scope of work:

- Elevations or photos indicating locations proposed for window replacement
- Window details and sections showing all exterior profiles and dimensions - existing and proposed
- Product information and cut sheets
- For large window replacement projects, a windows condition study may be required.

ROOF REPLACEMENT

This section applies to projects that exceed ordinary maintenance and repair, and that involve the replacement with like or compatible materials.

Ordinary maintenance is generally considered to be:

- Caulking joints of dormers, skylights and other roof elements.
- Replacing or repairing flashing at roof edges and around dormers and other roof elements with in-kind materials.
- Resetting coping stones on parapet walls.
- Patching roofing with in-kind materials.
- Replacement of roofing materials and membrane with no change or modification of the roof structure

For roof replacement work to be considered under the Consent Calendar, the project should conform to the provided recommendations.

Recommendations:

- Maintaining original rooflines is necessary; changes in rooflines including the expansion of habitable area may require a full hearing before the HPC.

- Roofing materials are generally identified as a character-defining feature and should be maintained. Character-defining roofing materials may include clay tile or slate, and should be salvaged and reused, or replaced in kind if damaged.

Materials required for projects under this scope of work:

- Contractor's agreed scope of work (per the contract)
- Roof plan
- Samples and cut sheets of all proposed materials
- For more complex roof forms, installation details including sections at gutters, eaves, and ridgelines may be required.

MECHANICAL EQUIPMENT INSTALLATION

This section applies to mechanical equipment installation projects located on roofs, any elevation or a site not visible from any immediately adjacent public right-of-way.

Many historic buildings are not equipped with adequate heating, ventilation and air-conditioning systems. When this upgrade becomes necessary, proper measures should be taken to ensure no character-defining features are obscured or damaged. Mechanical equipment includes elevator overrides and similar types of systems, as well as HVAC systems.

For work of this nature to be considered for the Consent Calendar, it is recommended that equipment be set back from all primary elevations so that it is not visible from any public right-of-way.

Recommendations:

- Mechanical equipment should be installed so that it can easily be removed in the future without disturbing historic fabric.
- Vertical runs of ducts, pipes, and cables should be located within the building and not installed or anchored to an exterior elevation visible from a public right-of-way.
- HVAC units should be installed in locations where excess moisture can not harm any historic fabric of the building.

Materials required for projects under this scope of work:

- Site plan, roof plan or elevation where appropriate, showing the location of all new equipment
- Specifications for mechanical equipment and materials
- For rooftop equipment, additional elevations, sections and attachment details may be required

FAÇADE/STOREFRONT ALTERATIONS

This section applies to projects that do not remove, alter, or obscure character-defining features associated with the subject building and/or the historic district.

There are many factors to consider when carrying out work on historic storefronts which can help preserve the historic character of a property. Most importantly, all historic character-defining features of a storefront should be repaired and protected where possible. If the historic storefront is beyond repair, the proposed design and materials should match the historic storefront in profile, dimensions, and configuration.

For a proposed storefront to be considered for the Consent Calendar, alterations should be confined to the area within the piers and lintels of the storefront opening. Appropriate alignment and proportions of the storefront bay are critical in creating a unified appearance with the building and the district.

If repair is not an option and a new storefront is to be constructed, please consider the following historic character-defining features typical to turn of the century storefronts for new designs:

- **Bulkheads** - primarily rectangular in design, of frame, natural stone or tile construction, and often with raised patterns.
- **Glazing** - merchants in the early 20th century relied on extensive window displays to advertise their goods and the installation of large sheets of plate glass provided maximum exposure.
- **Large Central or Corner Entrances** - many commercial buildings historically had large central or corner entrances of single or double doors, often with an angled recess.
- **Transoms** - over the display windows and entrances were usually transom windows, typically made of clear, textured, leaded, or stained glass, allowing light in the building and additional areas for signage and display.
- **Cast Iron Pilasters** - to support the weight of the masonry above the storefront, decorative cast iron columns or masonry piers were often added.
- **Materials:** terra cotta, brick, natural stone, cased stone, smooth or scored stucco, pressed metal, cast iron and glazed tile are traditional historic materials.

The configuration of a storefront refers to the relationship between, and general proportions of, various storefront infill components, such as door locations, setbacks, bulkhead, display windows dimensions, transom windows, historic materials and details. This configuration should be considered in designs for new storefronts.

Other important character-defining features to consider for storefront alterations/new storefront:

- Commercial character
- Dimensions and proportions
- Materials and colors
- Finishes and textures
- Transparency
- Composition
- Storefront exterior profile and setback from sidewalk

Recommendations:

- Character-defining features of historic storefronts should be retained and repaired. Replication of historic designs should be based on physical or documented evidence.
- Historic terrazzo or decorative tile floors within an entry way should be retained and protected during construction.
- Existing historic transoms should be retained and protected during construction.
- The storefront design should communicate well with the overall building and should avoid having a “pasted” or disconnected appearance.
- Removing non-historic elements using the gentlest means possible is encouraged.
- A note on corner lots: buildings on corner lots exhibit features that emphasize the corner and add accent to frontages on the intersecting streets. Corner entrances, storefront windows, and displays that extend along both street frontages are examples of elements that emphasize corner lot locations and are encouraged.

If signage is also proposed as part of a Tenant Improvement, then please refer to item H of this document for additional information and requirements.

Materials required for projects under this scope of work:

- Floor plans – existing and proposed
- Elevation of storefront
- Section through storefront showing all exterior profiles with dimensions.
- Samples and cut sheets of all proposed materials
- Photos of overall storefront, taken from interior and exterior from multiple vantage points. Interior photos need to capture storefront in its entirety.
- Photos of overall building

BUSINESS SIGN INSTALLATION

This section applies to business sign installation projects within historic districts. Please note that signs for individual City landmark buildings may require a full hearing by the HPC.

Signs will be reviewed on a case-by-case basis not only for their compatibility with the district, but also with the character-defining features of the building.

Recommendations:

- All signs should be constructed out of durable high-quality materials suitable for high-traffic areas.
- All signs should be compatible with the craftsmanship and finishes associated with the building and district.
- All signs should be attached in a manner that avoids damaging or obscuring any character-defining features associated with the subject building.
- For masonry buildings, projecting signs should be anchored through mortar joints or attached to the head of the jamb of a non-historic storefront system.
- All other signs should be attached in a manner that allows for their removal without adversely impacting the exterior materials of the subject building. Please note under no circumstance should a sign be anchored to any cast iron or terra cotta element of a building, as both historic materials are very brittle and could suffer irreparable damage.
- Raceways should not be exposed, however, if raceways must be exposed, they should be finished to match the façade or integrated into the overall design of the sign.
- Ideally, all signs should appear to be indirectly illuminated.
- In general, all sign should have an opaque background that does not transmit light and text. Logos should be individually illuminated.
- Unless a sign has been determined to be of historic significance, no sign or awning should flash or display animation or moving text.
- In order to reduce the depth and profile of a sign, the transformer should be located in a remote location and not housed within the sign itself.
- All conduit required for all new signage must be concealed and may never be attached or left exposed on the face of the building.

The key to a successful CofA project is to engage a Preservation Technical Specialist at the Planning Department early on in the design phase so that any potential impacts may be identified and avoided. You may either schedule a project review with a Preservation Technical Specialist at ##### or visit the Planning Information Center during a Preservation Technical Specialist's counter hours. This information can be found on the Planning Department's website at www.sfplanning.org

Materials required for projects under this scope of work:

- Elevations showing location on building
- Site plan – existing and proposed
- Overall dimensions of all signs
- Attachment details
- Section showing location of transformer, if sign is illuminated
- Manufacturer's drawings with materials clearly labeled



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San Francisco, CA
94103-9425

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F: 415.558.6409

APPLICATION PACKET FOR Certificate of Appropriateness

Pursuant to Planning Code Section 1006, the Historic Preservation Commission (HPC) shall hear and make determinations regarding applications for Certificates of Appropriateness. The first pages consist of instructions which should be read carefully before the application form is completed.

Planning Department staff are available to advise you in the preparation of this application. Call (415) 558-6377 for further information.

WHAT IS A CERTIFICATE OF APPROPRIATENESS?

A Certificate of Appropriateness (CofA) is the authorization by the Historic Preservation Commission (HPC) to perform specific scopes of work on designated City landmarks and buildings within historic districts. A CofA requires an HPC hearing in order to determine if the proposed work conforms to the Secretary of the Interior Standard's, Article 10 of the San Francisco Planning Code and additional recommendations provided by the Planning Department that can be found in the supporting document titled: *Preservation Bulletin #4; Obtaining a Certificate of Appropriateness for Your Historic Property*. The Planning Department and the HPC must determine that your work will not have a significant impact on the historic resource and will be of benefit to the community as a whole. During the public hearing, the HPC can approve, disapprove or approve with conditions a CofA.

WHEN IS A CERTIFICATE OF APPROPRIATENESS NECESSARY?

The CofA is generally required for any construction, addition, alteration, relocation, removal or demolition of a structure, object or feature on a designated historic site, in a designated historic district, or in a designated historic interior, regardless of whether or not the proposed change is visible from a public street or other public place, except in the specific cases set forth in the respective Appendix of the Planning Code for the designated historic district. Any work involving a sign, awning, marquee, canopy or other appendage for which a City permit is required on a landmark site or in a historic district also requires a CofA. The issuance of a CofA is in addition to all other laws and codes and does not exempt a property from, or diminish, such requirements. The CofA must be obtained prior to the approval of any other entitlements, including a building permit. Any conditions placed on a CofA become part of a related building permit. Once it is issued, a CofA is valid for three years.

HOW DOES THE CERTIFICATE OF APPROPRIATENESS PROCESS WORK?

Please review the instructions in the CofA application and answer all questions to the greatest extent possible. PIC staff can answer any questions about the CofA application. After filling out the application and collecting the required additional application and notification materials, please contact the Planning Department for an intake appointment to process the application. At this appointment a planner will review the application to ensure it is complete. The application will then be assigned to a planner on a specific Quadrant Team, dependent upon the location of the subject property. The assigned planner will review the application against the San Francisco General Plan, the Planning Code, the Planning Department policies, the Secretary of the Interior Standard's, and additional requirements, and set an HPC hearing date. All owners within 300 feet of the subject property will receive notification of the hearing. The assigned planner will compile comments and concerns from the neighborhood during the notification period. Neighborhood support or opposition will be reflected in a staff report presented at the HPC hearing complete with the Planning Department recommendation for approval, disapproval or approval with conditions of the CofA.

WHO MAY APPLY FOR A CERTIFICATE OF APPROPRIATENESS?

A CofA is an approval given by the HPC to a property owner of a historic building that allows the owner to then apply for a building permit, or other entitlements; therefore, the property owner or a party designated as the owner's agent may apply for a CofA. (A letter of agent authorization from the owner must be attached to the application.)

INSTRUCTIONS:

The attached application for a CofA includes a project description, necessary contact information and a set of findings to determine the project's conformance with the Secretary of the Interior's Standards. Approximately 2 weeks prior to the scheduled hearing the assigned planner will contact the project sponsor and indicate the number of copies of reduced plans, photos, and technical reports, if applicable, are required for the hearing. An electronic copy of all materials (submitted in PDF format) is also required at this time. Please answer all questions fully and type or print in ink. Additional pages may be attached if necessary.

Please provide the following materials with this application:

- **300 Foot Radius Map and Address List:** See instructions on page 4.
- **Authorization:** If the applicant in this case is the authorized agent of the property owner, rather than the owner, a letter signed by the owner and creating or acknowledging that agency must be attached and is included in the application for a Certificate of Appropriateness.
- **Drawings:** One full set of architectural plans showing existing conditions and proposed scope of work. All plans must show: existing to remain, existing to be removed, new construction, existing and proposed materials, project name and address, title of drawing, scale, date, and drawing number. All plans shall include a site plan at 1/8" scale, floor plans at 1/4" scale, elevations at 1/4" scale, Section(s) at 1/4" scale, and detail drawings at 1/2" scale. A north arrow and scale shall be shown on each plan, and unless an exception is specifically granted by the Historic Preservation Officer.
- **Photographs:** Current and historic (if possible) photographs of the project, large enough to show the nature of the property but not over 11 x 17 inches. All plans and other exhibits submitted with this application will be retained as part of the permanent public record in this case.
- **Specifications:** for cleaning and repair of applicable historic materials, if proposed.
- **Cut-Sheets:** Product cut sheet for all new elements (including windows, doors, etc.)
- **Mailing Labels:** Two sets of adhesive back mailing labels addressed to the property owner, applicant, architect, etc. for Planning Department use to send hearing agenda and final CofA.
- **Proposition M Findings:** See attached questions on page.

Fees:

Please refer to the Planning Department Fee Schedule available at www.sfplanning.org or at the Planning Information Center (PIC) located at 1660 Mission Street, First Floor, San Francisco. For questions related to the Fee Schedule, please call the PIC at (415) 558-6377. Fees will be determined based on the estimated construction costs. Time and materials charges will be added if staff costs exceed the initial fee. Additional fees may also be collected for preparation and recordation of any documents with the San Francisco Assessor-Recorder's office and for monitoring compliance with any conditions of approval.

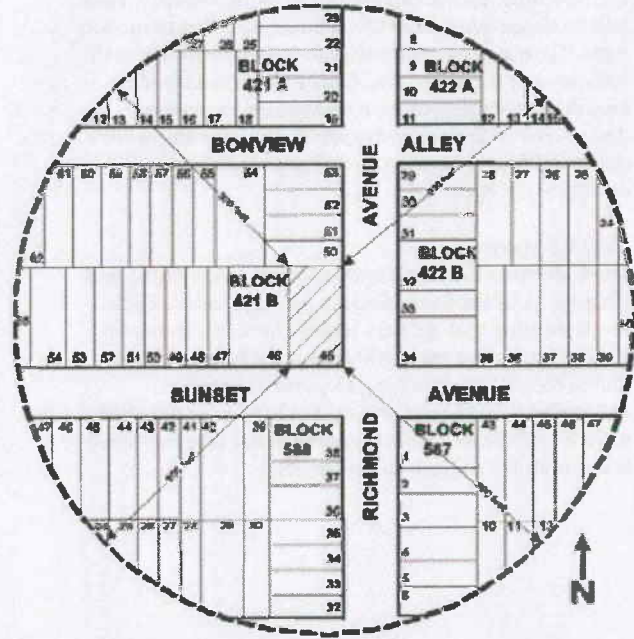
CEQA Review:

The California Environmental Quality Act (CEQA) and Chapter 31 of the San Francisco Administrative Code implementing that act may require an Environmental Evaluation before the application may be considered. Please consult the Planning Department staff to determine if an Environmental Evaluation application must be submitted with this application. A separate fee is required for environmental review.

To file your Certificate of Appropriateness application, please call (415) 558-6378 in advance to schedule an intake appointment. At your scheduled appointment with a staff planner, please bring your completed application with all required materials.

300-foot Radius Map Instructions

1. The map must show all properties within 300-feet of the EXTERIOR boundaries of the property; a 300-foot radius map, drawn to a scale of 1 inch to 50 feet, either the original on TRACING paper or a blueprint copy (no photocopy accepted) is required for submittal with applications under the Planning Code, including variance, reclassification (rezoning), large project authorization, conditional use, and certain subdivision applications.
2. Submit two lists of the names and addresses, including the block and lot for each one, of all owners and occupants of the properties within 300 feet of the subject property and self-adhering labels with the same data. The latest Citywide tax roll is available at the Office of the Treasurer and Tax Collector, City Hall Room 140, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102, for the preparation of this list. The labels will be used to mail notice of the time and place of the public hearing required.



NOTE: THIS EXAMPLE IS NOT TO REQUIRED SCALE

EXAMPLE OF MAILING LABEL

Block # / Lot #	#9331 / #07
Name	JOHN DOE
Address	123 South Street #2 San Francisco, CA 94100

3. If you wish to prepare the materials yourself, block maps may be traced at the office of the Assessor, 81 Dr. Carlton B. Goodlett Place, City Hall, Room 190. The width of the public right-of-way for the streets separating the blocks may be determined at the Department of Public Works, Bureau of Street Use and Mapping, 875 Stevenson Street, Room 460, 554-5810.
4. You may, for a fee that varies by firm, have a private drafting or mailing service prepare these materials.

The following businesses have indicated that they provide professional notification services. This listing does not constitute an endorsement. Other professionals can also perform this work and can be added to this list upon request.

Buld CADD
3515 Santiago Street
San Francisco, CA 94116
(415) 759-8710

Javier Solorzano
3288 - 21st Street #49
San Francisco, CA 94110
(415) 724-5240
Javier131064@yahoo.com

Jerry Brown Designs
619 - 27th Street, Apt. A
Oakland, CA 94612
(415) 810-3703
jbdsgn328@gmail.com

Notice This
(650) 814-6750

Notification SF
3150 - 18th Street #307
San Francisco, CA 94110
(415) 626-2272
www.notificationssf.com
kdea@notificationssf.com

Notificationmaps.com
Barry Dunzer
(866) 752-6266
www.notificationmaps.com

Radius Services
445 Grant Avenue #300
San Francisco, CA 94103
(415) 391-4775
radiuservices@aol.com

What Applicants Should Know About the Public Hearing Process and Community Outreach

- A. The Historic Preservation Commission encourages applicants to meet with all community groups and parties interested in their application early in the entitlement process. Department staff is available to assist in determining how to contact interested groups. Neighborhood organization lists are available on the Department's website. Notice of the hearing will be sent to groups in or near the neighborhood of the project. The applicant may be contacted by the Planning Department staff with requests for additional information or clarification. An applicant's cooperation will facilitate the timely review of the application.
- B. The Commission requests that applicants familiarize themselves with the procedure for public hearings, which are excerpted from the Historic Preservation Commission's Rules and Regulations below.

Hearings. A public hearing may be held on any matter before the Commission at either a Regular or a Special Meeting. The procedure for such public hearings shall be as follows:

1. A description of the issue by the Director or a member of the staff along with the Planning Department's recommendation.
 2. A presentation of the proposal by the project sponsor's team for a period not to exceed 10 minutes.
 3. Public testimony from proponents of the proposal. An individual may speak for a period not to exceed 3 minutes. An organization or group will be given a period not to exceed 5 minutes if the organization or group is represented by one speaker. Members of such groups are not allowed separate three (3) minutes of testimony.
 4. Public testimony from opponents of the proposal would be taken under conditions parallel to those imposed on proposal proponents, 3 minutes for an individual and 5 minutes for a group or organization if the group or organization is represented by one speaker.
 5. In public hearings on Draft Environmental Impact reports, each member of the public may speak for a period not to exceed three (3) minutes.
 6. Discussion and vote by the Historic Preservation Commission on the matter before it.
 7. The President may impose time limits on appearances by members of the public and may otherwise exercise his or her discretion on procedures for the conduct of public hearings.
- C. **Private Transcription.** The Commission President may authorize any person to transcribe the proceedings of a Regular, Special or Committee Meeting provided that the President may require that a copy of such transcript be provided for the Commission's permanent records.
- D. **Opportunities for Appeals by Other Bodies:** Historic Preservation Commission actions on Permits to Alter are final unless appealed to the Board of Appeals, or to the Board of Supervisors when applicable, within 15 days of Commission action.

APPLICATION FOR Certificate of Appropriateness

1. Owner/Applicant Information

PROPERTY OWNER'S NAME:	
PROPERTY OWNER'S ADDRESS:	TELEPHONE: ()
EMAIL:	

APPLICANT'S NAME: Same as Above <input type="checkbox"/>	
APPLICANT'S ADDRESS:	TELEPHONE: ()
EMAIL:	

CONTACT FOR PROJECT INFORMATION: Same as Above <input type="checkbox"/>	
CONTACT PERSON'S ADDRESS:	TELEPHONE: ()
EMAIL:	

2. Location and Classification

STREET ADDRESS OF PROJECT:	ZIP CODE:
CROSS STREETS:	

ASSESSORS BLOCK/LOT: /	LOT DIMENSIONS:	LOT AREA (SQ FT):	ZONING DISTRICT:	HEIGHT/BULK DISTRICT:
ARTICLE 11 CLASSIFICATION			CONSERVATION DISTRICT:	

3. Project Description

Please check all that apply

New Construction Addition(s) Alterations Demolition Other

Additions to Building: Rear Front Height Side Yard

Building Permit Application No. _____ Date Filed: _____

4. Project Summary Table

If you are not sure of the eventual size of the project, provide the maximum estimates.

GROSS SQUARE FOOTAGE (GSF)	EXISTING USES	EXISTING USES TO BE RETAINED:	NET NEW CONSTRUCTION AND/OR ADDITION:	PROJECT TOTALS:
Residential				
Retail				
Office				
Industrial / PDR <small>Production, Distribution, & Repair</small>				
Parking				
Other (Specify Use)				
Total GSF				
PROJECT FEATURES	EXISTING USES	EXISTING USES TO BE RETAINED	NET NEW CONSTRUCTION AND/OR ADDITION:	PROJECT TOTALS:
Dwelling Units				
Hotel Rooms				
Parking Spaces				
Loading Spaces				
Number of Buildings				
Height of Building(s)				
Number of Stories				
<p>Please provide a narrative project description, and describe any additional project features that are not included in this table:</p>				

Priority General Plan Policies Findings

Proposition M was adopted by the voters on November 4, 1986. It requires that the City shall find that proposed projects and demolitions are consistent with eight priority policies set forth in Section 101.1 of the City Planning Code. These eight policies are listed below. Please state how the project is consistent or inconsistent with each policy. Each statement should refer to specific circumstances or conditions applicable to the property. Each policy must have a response. IF A GIVEN POLICY DOES NOT APPLY TO YOUR PROJECT, EXPLAIN WHY IT DOES NOT.

1. That existing neighborhood-serving retail uses be preserved and enhanced and future opportunities for resident employment in and ownership of such businesses enhanced;

2. That existing housing and neighborhood character be conserved and protected in order to preserve the cultural and economic diversity of our neighborhoods;

3. That the City's supply of affordable housing be preserved and enhanced;

4. That commuter traffic not impede Muni transit service or overburden our streets or neighborhood parking;

5. That a diverse economic base be maintained by protecting our industrial and service sectors from displacement due to commercial office development, and that future opportunities for resident employment and ownership in these sectors be enhanced;

6. That the City achieve the greatest possible preparedness to protect against injury and loss of life in an earthquake;

7. That landmarks and historic buildings be preserved; and

8. That our parks and open space and their access to sunlight and vistas be protected from development.

Findings of Compliance with Preservation Standards

FINDINGS OF COMPLIANCE WITH PRESERVATION STANDARDS		YES	NO	N/A
1	Is the property being used as it was historically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Does the new use have minimal impact on distinctive materials, features, spaces, and spatial relationship?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the historic character of the property being maintained due to minimal changes of the above listed characteristics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are the design changes creating a false sense of history of historical development, possible from features or elements taken from other historical properties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are there elements of the property that were not initially significant but have acquired their own historical significance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Have the elements referenced in Finding 5 been retained and preserved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Have distinctive materials, features, finishes, and construction techniques or examples of fine craftsmanship that characterize the property been preserved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are all deteriorating historic features being repaired per the Secretary of the Interior Standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are there historic features that have deteriorated and need to be replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Do the replacement features match in design, color, texture, and, where possible, materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Are any specified chemical or physical treatments being undertaken on historic materials using the gentlest means possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Are all archeological resources being protected and preserved in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Do all new additions, exterior alterations, or related new construction preserve historic materials, features, and spatial relationships that are characteristic to the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Are all new additions differentiated from the old, but still compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	If any new addition and adjacent new construction are removed one day in the future, will the forms and integrity of the historic property and environment be preserved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please summarize how your project meets the Secretary of the Interior's Standards and Guidelines for Rehabilitation and will retain character-defining features of the building and/or district:

Estimated Construction Costs

TYPE OF APPLICATION:	
OCCUPANCY CLASSIFICATION:	
BUILDING TYPE:	
TOTAL GROSS SQUARE FEET OF CONSTRUCTION:	BY PROPOSED USES:
ESTIMATED CONSTRUCTION COST:	
ESTIMATE PREPARED BY:	
FEE ESTABLISHED:	

Applicant's Affidavit

Under penalty of perjury the following declarations are made:

- a: The undersigned is the owner or authorized agent of the owner of this property.
- b: The information presented is true and correct to the best of my knowledge.
- c: The other information or applications may be required.

Signature: _____

Date: _____

Print name, and indicate whether owner, or authorized agent:

Owner / Authorized Agent (circle one)

Certificate of Appropriateness Application Submittal Checklist

The intent of this application is to provide Staff and the Historic Preservation Commission with sufficient information to understand and review the proposal. Receipt of the application and the accompanying materials by the Planning Department shall only serve the purpose of establishing a Planning Department file for the proposed project. After the file is established, the Historic Preservation Officer or his/her designee will review the application to determine whether the application is complete or whether additional information is required for the Permit to Alter process. Applications listed below submitted to the Planning Department must be accompanied by this checklist and all required materials. The checklist is to be completed and **signed by the applicant or authorized agent.**

REQUIRED MATERIALS (please check correct column)	CERTIFICATE OF APPROPRIATENESS
Application, with all blanks completed	<input type="checkbox"/>
300-foot radius map, if applicable	<input type="checkbox"/>
Address labels (original), if applicable	<input type="radio"/>
Address labels (copy of the above), if applicable	<input type="radio"/>
Site Plan	<input type="checkbox"/>
Floor Plan	<input type="checkbox"/>
Elevations	<input type="checkbox"/>
Section 303 Requirements	<input checked="" type="checkbox"/>
Prop. M Findings	<input type="checkbox"/>
Historic photographs (if possible), and current photographs	<input type="checkbox"/>
Check payable to Planning Dept.	<input type="checkbox"/>
Original Application signed by owner or agent	<input type="checkbox"/>
Letter of authorization for agent	<input type="checkbox"/>
Other: Section Plan, Detail drawings (i.e. windows, door entries, trim), Specifications (for cleaning, repair, etc.) and/or Product cut sheets for new elements (i.e. windows, doors)	<input type="checkbox"/>

NOTES:

- Required Material. Write "N/A" if you believe the item is not applicable. (e.g. letter of authorization is not required if application is signed by property owner)
- Typically would not apply. Nevertheless, in a specific case, staff may require the item.
- Two sets of original labels and one copy of addresses of adjacent property owners and owners of property across street.

PLEASE NOTE: *The Historic Preservation Commission will require additional copies each of plans and color photographs in reduced sets (11" x 17") a week before the respective scheduled hearing date. If the application is for a demolition, additional materials not listed above may be required. All plans, drawings, photographs, mailing lists, maps and other materials required for the application must be included with the completed application form and cannot be "borrowed" from any related application.*

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____



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