



SAN FRANCISCO
PLANNING
DEPARTMENT

APPLICATION PACKET FOR Administrative Certificate of Appropriateness

Planning Department
1650 Mission Street
Suite 400
San Francisco, CA
94103-9425

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Section 1006(a) states that the Historic Preservation Commission (“HPC”) may define categories of work as Minor Alterations and delegate approval of an Administrative Certificate of Appropriateness for such Minor Alterations to Planning Department Staff.

The first pages of this packet 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 AN ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS AND WHEN IS IT NECESSARY?

Incorporated into the Planning Code in 1968, Article 10 outlines the process for the review and entitlement of alterations to properties locally designated as City Landmarks. An individual landmark is a stand-alone building, site, or object that is important for its contributions to San Francisco. A landmark district is a group of properties or a portion of a neighborhood that is architecturally, historically, or culturally important. Designated properties that are recognized for their architectural, historic, and cultural value to the City, are subject to the review and entitlement processes outlined in Article 10 of the Planning Code. The Historic Preservation Commission oversees and regulates these properties.

A Certificate of Appropriateness is the entitlement required to alter an individual landmark and any property within a landmark district. A Certificate of Appropriateness is required for any construction, addition, major alteration, relocation, removal, or demolition of a structure, object or feature, on a designated landmark property, in a landmark district, or a designated landmark interior. The Historic Preservation Commission has identified certain categories of work as Minor Alterations. These Minor Alterations qualify for an Administrative Certificate of Appropriateness. An Administrative Certificate of Appropriateness does not require a public hearing and is approved by Planning Department Preservation staff. To determine if your project qualifies for an Administrative Certificate of Appropriateness, please speak with a Preservation Planner at the Planning Information Center at (415) 558-6377 or info@sfplanning.org.

HOW DOES THE ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS PROCESS WORK?

1. Gather the information needed and fill out the attached application. If you need assistance, contact the Planning Information Center, 1660 Mission Street, 1st Floor; Telephone No. 558-6377; open Monday through Friday.
2. File a Building Permit Application and attach the Administrative Certificate of Appropriateness Application. Submit both applications to Central Permit Bureau, which will then be routed a Preservation Planner.
3. Department staff reviews the proposed project to determine if it meets the Historic Preservation Commission’s definition of a major or minor project. If determined to be a major project, a Certificate of Appropriateness Application will be required. Please see that application for additional information regarding process.
4. When the application is determined to be complete, the Department issues the Administrative Certificate of Appropriateness document. Please note that the Department reserves the right to bring any proposed alteration, even if it meets the criteria for a Administrative Certificate of Appropriateness, to the Historic Preservation Commission for review and approval.

- Once the Administrative Certificate of Appropriateness is issued, there is a mandatory 20-day 'Request for Hearing' period. The Administrative Certificate of Appropriateness will be sent to each Historic Preservation Commission Commissioner
- The final issuance of the Administrative Certificate of Appropriateness and the building permit application may be appealed to the Board of Appeals.

All plans and other exhibits submitted with this application will be retained as part of the permanent public record in this case.

After your case is assigned to a planner, you will be contacted and asked to provide an electronic version of this application including associated photos and drawings.

- Fees:** There is no set fee required. Time and materials charges will be calculated based upon hours spent processing the application.
- 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.

WHO MAY APPLY FOR AN ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS?

An Administrative Certificate of Appropriateness is an entitlement that runs with the property; therefore, the property owner or a party designated as the owner's agent may apply for a Large Project Authorization. [A letter of agent authorization from the owner must be attached.]

INSTRUCTIONS:

The attached application for a Administrative Certificate of Appropriateness includes a project description and necessary contact information. Please type or print ink and attach pages if necessary.

Please provide the following materials with this application:

- 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 Administrative Certificate of Appropriateness .
- Building Permit Application:** The application must be accompanied by plans sufficient for proper determination of the case. Plans must meet submittal requirements for the Department of building inspection. Planning staff may require additional information in order to process the Administrative Certificate of Appropriateness.
- Photographs:** The application must be accompanied by unmounted photographs, large enough to show the nature of the property but not over 11 X 17 inches.

To file your Administrative Certificate of Appropriateness Application, please attach to a building permit application and submit at Central Permit Bureau for routing to Planning Department Preservation staff.

CASE NUMBER:
For Staff Use only

APPLICATION FOR Administrative 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 10 LANDMARK NUMBER:			HISTORIC DISTRICT:	

3. Project Description

Building Permit Application No. _____

Date Filed: _____

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 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 exterior alterations 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 alterations 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 for the Treatment of Historic Properties*, in particular the *Guidelines for Rehabilitation* and will retain character-defining features of the building and/or district:

CASE NUMBER:
For Staff Use only

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: Other information or applications may be required.

Signature: _____

Date: _____

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

Owner / Authorized Agent (circle one)

Administrative Certificate of Appropriateness Application Submittal Checklist

The intent of this application is to provide the Historic Preservation Commission and Preservation Staff 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, Preservation Staff will review the application to determine whether the application is complete or whether additional information is required. 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)	ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS
Administrative Certificate of Appropriateness Application, with all blanks completed	<input type="checkbox"/>
Building Permit Application and related plans	<input type="checkbox"/>
Historic photographs (if possible), and current photographs	<input type="checkbox"/>
Letter of authorization for agent	<input type="checkbox"/>
Other: Section Plan, Detail drawings (ie. windows, door entries, trim), Specifications (for cleaning, repair, etc.) and/or Product cut sheets for new elements (ie. 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.)
- Not applicable for all projects. Department staff may require additional materials.

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____



**SAN FRANCISCO
PLANNING
DEPARTMENT**

**FOR MORE INFORMATION:
Call or visit the San Francisco Planning Department**

Central Reception
1650 Mission Street, Suite 400
San Francisco CA 94103-2479

TEL: **415.558.6378**
FAX: **415 558-6409**
WEB: **<http://www.sfplanning.org>**

Planning Information Center (PIC)
1660 Mission Street, First Floor
San Francisco CA 94103-2479

TEL: **415.558.6377**
*Planning staff are available by phone and at the PIC counter.
No appointment is necessary.*