



# CERTIFICATE OF APPROPRIATENESS

## INFORMATIONAL PACKET

Section 1002(a)(2) states that the Historic Preservation Commission (“HPC”) shall review and decide on applications for construction, alteration, demolition and other applications pertaining to landmark sites and districts regulated under Article 10 of the Planning Code.

Planning Department staff are available to advise you in the preparation of this application. Call 415.558.6377 for further information.

**Español:** Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 415.575.9010. Tenga en cuenta que el Departamento de Planificación requerirá al menos un día hábil para responder

中文: 如果您希望獲得使用中文填寫這份申請表的幫助, 請致電415.575.9010。請注意, 規劃部門需要至少一個工作日來回應。

**Tagalog:** Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 415.575.9121. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

## WHAT IS A 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. Depending on the scope of a project, some require a hearing before the Historic Preservation Commission. For those that don't, they're called Administrative Certificates of Appropriateness and are approved by Planning Department Preservation staff.

## HOW DOES THE PROCESS WORK?

Please review the instructions in this packet of information and ask PIC staff if you have any questions. After filling out the application and collecting the required plans, please contact the Planning Department for an intake appointment to process your application. At this appointment a planner technician will review your application to ensure that it is complete. The application will then be assigned to a Preservation Planner. The assigned planner will review the application and set a Historic Preservation Commission hearing date. Project must have a 20-day mailed notice and

poster erected on the project site.

- For individual landmarks, notice must be mailed to all owners and occupants of the property and within 150-feet from the property. Interested parties and neighborhood groups must also receive notice.
- For properties located within historic districts, notice must be mailed to all owners within 300-feet of the property and occupants within 150-feet of the property. The radius includes properties that are located outside of the designated historic district, if applicable. Interested parties and neighborhood groups must also receive notice.

At the public hearing, the Historic Preservation Commission will make a decision on the proposed project and approve, disapprove, or approve with modifications, the Certificate of Appropriateness. After the hearing, the Department issues the Certificate of Appropriateness document. Department staff will review the associated building permit to make sure that the work conforms to what the Historic Preservation Commission approved. If the proposed work conforms, the permit will be approved and routed to the Department of Building Inspection for final issuance.

## **WHO MAY APPLY FOR A CERTIFICATE OF APPROPRIATENESS?**

A 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 Certificate of Appropriateness. [A letter of agent authorization from the owner must be attached.]

## **PLAN SUBMITTAL INSTRUCTIONS**

The Certificate of Appropriateness application includes a project description, necessary contact information, and three sets of findings that must be answered. The first set of findings is for the Compliance with Preservation Standards. The second set of findings are Compliance with General Preservation Standards. The final set of findings are to determine San Francisco General Plan consistency. Please answer all questions fully. Please type or print in ink and attach pages if necessary.

Please provide the following materials with the 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 Certificate of Appropriateness.

**Drawings:** The application must be accompanied by plans sufficient for proper determination of the case. In most cases a plot plan will be required, accurately showing existing and proposed structures on both the subject property and on immediately adjoining properties, open spaces, driveways, parking areas, trees, and land contours where relevant. Where the size or use of floor areas is material to the case, floor plans will also be required.

Drawings of building elevations must be provided when exterior changes are proposed. All landscaping should be clearly shown on the plans. A sign program may be submitted at this time. Certain types of conditional uses have additional special requirements under the Code and may require additional information to be submitted with the application; the Department staff will assist in determining what materials are required. A north arrow and scale shall be shown on each plan, and unless an exception is specifically granted by the Zoning Administrator the scale shall be not less than 1/8"=1'-0" for site plans, 1/8" = 1' 0" for floor plans, and 1/4" = 1' 0" for elevations and plans showing layout of parking and loading. For additional information, please see the Plan

Submittal Guidelines available at [www.sfplanning.org](http://www.sfplanning.org) under the Permit Forms page.

**Photographs:** showing the subject and surrounding properties.

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

**Specifications & Material Samples:** Include product specifications if there is any cleaning and/or repair of historic materials. If there is repainting or material replacement, product samples must be submitted.

**Cut-Sheets:** For replacement windows and other features, product cut sheets must be submitted.

**During your intake appointment, please provide a digital copy of all documents submitted (may be provided via CD or USB drive) containing the application, project drawings and any other submittal materials that are available electronically.**

## **Fees**

Please refer to the [Planning Department Fee Schedule](#) available at [www.sfplanning.org](http://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. Should the cost of staff time exceed the initial fee paid, an additional fee for time and materials may be billed upon completion of the hearing process or permit approval.

## **Environmental 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.

## **Historic Preservation Commission Hearing Material**

This timeline includes a deadline for project sponsors to submit material to staff to be included in the Commission packet. If the Sponsor does not submit the necessary material by the deadline, the project will be continued to a later hearing date.

- Three weeks prior to hearing: Project Sponsor submits draft project graphics (plans, renderings etc) to project planner.
- Two weeks prior to hearing: Project planner submits Draft staff report (must include draft attachments) to Team Leader for review.
- Ten days prior to hearing (5pm on Monday): Deadline for submittal of all other sponsor material and public comment to be included in Commission packets
- One week prior to hearing: Project planner delivers complete Commission packets to the Commission Secretary.

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**To file your Certificate of Appropriateness application, please send an email request along with the intake appointment request form to: [CPC.Intake@sfgov.org](mailto:CPC.Intake@sfgov.org). Intake request forms are available here: <http://sf-planning.org/permit-forms-applications-and-fees>. At your scheduled appointment, please bring your completed application with **ALL** required materials.**

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## **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 area 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 Historic Preservation 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. The Director or a member of the staff will thoroughly describe the project and any issues it raises, including a written preliminary recommendation.
  2. The project sponsor's team, which may include the sponsor, lawyers, architects, engineers, expeditors, and other advisor, may have up to 10 minutes to present the project proposal.
  3. Any organized opposition to a project, which must include at least three speakers, may have up to 10 minutes to speak against the project. Anyone seeking to be recognized as an organized opposition must apply in writing to the Commission President (through the Commission Secretary) 72 hours before the hearing, identifying the organization(s) and speaker(s).
  4. Any member of the public who supports the project may speak for not more than three (3) minutes.
  5. Any member of the public who opposes the project may speak for not more than three (3) minutes.
  6. Following the presentations and deliberation, the Commission may act on the matter before it.
  7. In public hearings on Draft Environmental Impact Reports, all individual speakers may speak for up to three (3) minutes.
  8. For requests for hearing, the requestor and project sponsor may each have up to 5 minutes to speak.
  9. 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 Certificates of Appropriateness are final unless appealed to the Board of Appeals, or to the Board of Supervisors when applicable, within 30 days of Commission action.



## San Francisco Planning

**FOR MORE INFORMATION:**

Call or visit San Francisco  
Planning

**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.