



# HISTORIC RESOURCE DETERMINATION

## INFORMATIONAL AND SUPPLEMENTAL APPLICATION PACKET

**ATTENTION: A Project Application must be completed and/or attached prior to submitting this Supplemental Application. See the [Project Application](#) for instructions.**

Pursuant to the California Environmental Quality Act (CEQA), public agencies must review the environmental impacts of proposed projects, including impacts to historic resources. This form provides additional information to assist the Department in analyzing whether a property qualifies as a historic resource under CEQA.

For questions, call 415.558.6377, email [pic@sfgov.org](mailto:pic@sfgov.org) or visit the Planning Information Center (PIC) at 1660 Mission Street, First Floor, San Francisco, where planners are available to assist you.

**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 415.575.9120. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

### WHAT IS A HISTORIC RESOURCE DETERMINATION?

The Supplemental Information for Historic Resource Determination provides additional information about a particular property or set of properties that is to be analyzed for historic resource impacts under the California Environmental Quality Act (CEQA). The information requested in this document helps Department staff determine whether a property is a historic resource under CEQA, and if required, the impacts of a proposed project to the historic resource.

### WHEN IS A HISTORIC RESOURCE DETERMINATION NECESSARY?

CEQA law requires the Department to analyze a project's impact to any known or potential historical resource. Before the impact of a project can be analyzed, the Department must first determine whether the subject property qualifies as a historical resource. The material requested in this Supplemental Information for Historic Resource Determination provides Department staff with the documentation for this analysis.

This Application must be submitted when:

1. The project involves an alteration to a structure constructed more than 45 years ago that exceeds the scope of the Categorical Exemption Determination form; or
2. The Department requests this information in order to determine whether a property is a Historic Resource (Category A) or not a Historic Resource (Category C).

Please consult the Property Information Map on the Department's website to determine whether a property has been identified as a CEQA historic resource.

For more information on the CEQA review processes, including the thresholds for full Historic Resource Evaluation review of projects, please refer to the Environmental Evaluation Screening Form found in the Project Application.

## HOW DOES THE PROCESS WORK?

If required, the Supplemental Information for Historic Resource Determination must be submitted along with the Project Application. Once the application has been assigned to an Environmental Planner, the information in this document and project details will be forwarded to a Preservation Planner for historic resource review. The Preservation Planner will go through the material and prepare a report analyzing the property against the requirements in CEQA to determine if the building is a historic resource. Once completed, the final report is sent back to the Environmental Planner for other CEQA analysis (if applicable).

## INSTRUCTIONS

Please refer to the Environmental Evaluation Screening Form for the instructions on what materials are required for complete CEQA analysis. The attached forms outline the materials that the Preservation Planner must have in order to evaluate whether a property or set of properties is a historic resource under CEQA.

All available resources must be researched and materials gathered from these sources that are relevant to the subject property must be submitted. The CEQA historic resource analysis will not begin until the Department determines that the material submitted is complete. For information on how to compile the required information, refer to the “How to Research a Property’s History” section of this document.

Please provide the following materials with this application:

- Photocopies: Copies are required to be submitted of all documentation used to complete this form, including copies of building permits and drawings, historic maps, and articles.
- Photographs: The application must be accompanied by unmounted photographs, large enough to show the nature of the property and the adjacent properties and area, but not over 11 X 17 inches.

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

## 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. 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.

## HOW TO RESEARCH A PROPERTY’S HISTORY

Below is an outline of items that should be researched along with local resources available to the public. Please be aware that the address or block/lot may have changed from the date of construction, so be sure to have all available addresses, block/lot before beginning research.

- A. Building Permit History. Start with a search for the full construction and permit history. The Department of Building Inspection (DBI) has copies of all building permits issued, often accompanied by architectural drawings. The original construction permit can tell when a property was built and what its original appearance was. Requests for permit history must be made in person at DBI, 1660 Mission Street, at the Customer Service Division. Please refer to <http://www.sfdbi.org/> for more information.

B. Water Department Records. Now a part of the Public Utilities Commission, the original SF Water Department's records can indicate when a building was constructed if the original building permits are not available. These records show when a property was 'tapped' into the City's main water system and typically occurred close to the construction date. These records should be investigated for any property that was constructed prior to 1906. The Water Department Records are available at the Main Branch of the San Francisco Public Library located at 100 Larkin Street.

C. Assessor-Recorder's Office. Used when researching the ownership history of a property, the Assessor-Recorder's Office has original deeds, sales records, and map books that show ownership history, records about owners, room counts, and building construction dates. Other data available at the Assessor-Recorder's Office include Map Books and Homestead Maps, both of which should be consulted for properties constructed prior to 1912. Research must be done in person at the Assessor-Recorder's Office located in City Hall, Room #190. For more information about the Assessor-Recorder's Office and the material located there, refer to <http://www.sfassessor.org>.

D. San Francisco History Room. Located at the Main Branch of the Public Library, the San Francisco History Room has extensive records that are helpful when researching the history of an owner/occupant(s) of a property, the history of a neighborhood, and information on an architect or builder. The San Francisco Historical Photograph Collection is located within the History Room and may provide an early view of a building or street. The collection in the History Room is where historic newspapers, such as the Chronicle and the Examiner, can be researched, along with Our Society Blue Books, and various real estate circulars. The Library also publishes "How to Research a San Francisco Building" that lists all resources available as well as steps to take when researching a property. The Main Branch of the San Francisco Public Library is located at 100 Larkin Street and additional information on the SF History Room is available on the library's website. Please refer to <http://www.sfpl.org/>.

E. Other Data at the Main Branch of San Francisco Public Library. There are two additional resources that should be consulted when researching a property's history - the City Directories and U.S. Census Records. These resources are useful for documenting a building's occupant history. For information on researching census records, refer to the Government Information Center division of the Library; the City Directories are a part of the General Collection. The Main Branch of the San Francisco Public Library is located at 100 Larkin Street and additional information on both Library sections are available on the library's website. Please refer to <http://www.sfpl.org/>.

- F. Other Research Collections. There are several other resources available for researching a property's history.
- The California Historical Society houses extensive collections of historic photographs, histories of peoples and neighborhoods in San Francisco. For more information about the Society and their library hours, please refer to <http://www.californiahistoricalsociety.org>.
  - The Environmental Design Library at UC Berkley is one of the premier repositories for architecture, landscape architecture, regional and urban planning materials in the country. The collections include periodicals such as Architectural Record and Architect & Engineer, original architectural drawings by premier architects, and rare books. For more information on the Library and its hours, please refer to <http://www.lib.berkeley.edu/ENVI/>.
  - San Francisco Architectural Heritage is a local organization whose mission is "to preserve and enhance San Francisco's unique architectural and cultural identity." SF Heritage has a library collection that focuses on historic buildings and includes a variety of material including newspaper articles and architect biographies. For more information about SF Heritage, please refer to <http://www.sfheritage.org/>.

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If required, this Supplemental Information for a Historic Resource Determination must be submitted along with the *Project Application*.

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# HISTORIC RESOURCE DETERMINATION

## SUPPLEMENTAL APPLICATION

### Property Information

Project Address:	Block/Lot(s):
Date of Construction:	Architect or Builder:
Is property included in a historic survey? Yes      No	Survey Name:      Survey Rating:
Designated Property:	Article 10 or Article 11      CA Register      National Register

### Permit History Table

Please list out all building permit issued from the date of construction to present. Attach photocopies of each.

Permit:	Date	Description of Work
1		
2		
3		
4		
5		
6		
7		
8		

Please describe any additional projects or information about a particular project(s) that is not included in this table:

## Ownership History Table

Please list out all owners of the property from the date of construction to present

Owner:	Date (to-from):	Name(s):	Occupation:
1			
2			
3			
4			
5			
6			
7			
8			

Please describe any additional owners or information about a particular owner(s) that is not included in this table:

*See attachment (if more space is needed)*

## Occupant History Table

Please list out all occupants/tenants of the property from the date of construction to present.

Occup.	Date (to-from):	Name(s):	Occupation:
1			
2			
3			
4			
5			
6			
7			
8			

Please describe any additional occupants or information about a particular occupant(s) that is not included in this table:

*See attachment (if more space is needed)*

**Property/Architecture Description**

Please provide a detailed narrative describing the existing building and any associated buildings on the property. Be sure to describe the architectural style and include descriptions of the non-visible portions of the building. Attach photographs of the building and property, including the rear facade.

**Adjacent Properties/Neighborhood Description**

Please provide a detailed narrative describing the adjacent buildings and the buildings on the subject block and the block directly across the street from the subject property. Be sure to describe the architectural styles. Attach photographs of all properties.

# 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

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Relationship to Project  
(i.e. Owner, Architect, etc.)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

# APPLICANT'S SITE VISIT CONSENT FORM

I herby authorize City and County of San Francisco Planning staff to conduct a site visit of this property, making all portions of the interior and exterior accessible.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

**For Department Use Only**

Application received by Planning Department:

By: \_\_\_\_\_

Date: \_\_\_\_\_