

**CITY AND COUNTY OF SAN FRANCISCO PLANNING DEPARTMENT**  
**CERTIFICATE OF APPROPRIATENESS APPLICATION FORM**

Per Article 10 of the San Francisco Planning Code, a Certificate of Appropriateness authorization (C of A) is required for alterations to designated City Landmarks and Historic Districts, including:

- Any construction, alteration, removal or demolition of a structure or any work involving a sign, awning, marquee, canopy, mural, or other appendage, for which a City permit is required, on a Landmark site or in an Historic District;
- Exterior changes in an Historic District visible from a public street or other public place, where the designating ordinance requires approval of such changes pursuant to the provisions of Article 10; and
- The addition of a mural to any Landmark or contributory structure in an Historic District, which is not owned by the City or located on property owned by the City, regardless of whether or not a City permit is required for the mural.

Members of the public may determine whether a C of A is required by contacting the Planning Information Counter (PIC) on the first floor of 1660 Mission Street at 415-558-6377. If a C of A is required, an application is available at the PIC. If the PIC is unable to determine whether a C of A is required, it is recommended that applicants either request a written determination from the Zoning Administrator (by a letter outlining the proposed work/project, call the PIC for the fee) or by requesting a Project Review meeting with Preservation Staff (by calling 558-6371, also call the PIC for fee).

---

**REQUIREMENTS AND ATTACHMENTS**

The intent of this application is to provide Staff and the Landmarks Preservation Advisory Board (Landmarks Board) with sufficient information to understand and review the proposal. Receipt of the application and the accompanying materials by the Planning Department (Department) shall only serve the purpose of establishing a Planning Department file for the proposed project. After the file is established, Department Staff will review the application to determine whether the application is complete or whether additional information is required in order for the Landmarks Board to make a recommendation on the proposal. **TWENTY COPIES OF PLANS AND COLOR PHOTOGRAPHS IN REDUCED SETS (8½" x 14" OR 11" x 17") WILL BE REQUIRED 10 DAYS BEFORE THE SCHEDULED HEARING.** If the application is for a demolition, additional information not listed here may be required.

***THE APPLICATION MUST BE FILED WITH THE FOLLOWING MATERIALS:***

- One original signed and completed application form
- A check payable to the Planning Department for the initial fee, based on construction costs of project (Note: additional time and materials charges will be billed if Staff time exceeds the initial fee paid)
- One original Letter of Authorization by property owner(s) for agent(s) of owners
- 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:

- ✓ Site Plan at 1/8" scale
  - ✓ Floor Plans at 1/4" scale
  - ✓ Elevations at 1/4" scale
  - ✓ Section(s) at 1/4" scale
  - ✓ Detail drawings at 1/2" scale
- 
- Current photographs and historic photographs (if possible)
  - Specifications (for cleaning, repair, etc.)
  - Product cut sheets for new elements (including windows, doors, etc.)
  - 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 C of A

#### **STANDARDS FOR REVIEW OF APPLICATIONS**

Planning Code Section 1006.7 spells out the standards that the Landmarks Board, the Planning Department and the Planning Commission must use in giving their recommendations (in the case of the Landmarks Board) and in making decisions (in the case of the Planning Department and Planning Commission). Section 1006.7 additionally states that projects in historic districts be compatible with the character of the district as described in the designating ordinance for that district. Within the Appendices in Article 10 for each Historic District, review standards are outlined in Section 7, "Additional Provisions for Certificates of Appropriateness."

The Landmarks Board and the Planning Department, as a policy, also use *The Secretary of the Interior's Standards for the Treatment of Historic Properties* as an additional evaluative standard.

All actions taken by the Planning Department and the Planning Commission must additionally comply with all other aspects of San Francisco's Planning Code and General Plan.

#### **SCHEDULED HEARINGS**

The Landmarks Board meets the first and third Wednesdays of each month in Room 400 of City Hall. For information on the Landmarks Board calendar and agenda items, please call the Landmarks Board Recording Secretary at 415-558-6266 after 3:00pm on the Friday preceding the regularly scheduled hearing.

#### **PROCEDURES FOR FILING THIS APPLICATION**

To file this application, contact the Intake Coordinator at 415-558-6371.

After the intake, applications will be reviewed by Staff for completeness. If determined complete and Code-complying, the Project will be scheduled for a Landmarks Board hearing within 60 days.

**A. OWNER/PROJECT SPONSOR INFORMATION**

Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_( ) \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_( ) \_\_\_\_\_

Primary Contact for Project Information: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_( ) \_\_\_\_\_

Fax Number: \_\_\_\_\_ File Date: \_\_\_\_\_

Email: \_\_\_\_\_

**B. PROJECT INFORMATION**

Address of Project: \_\_\_\_\_

Cross Streets: \_\_\_\_\_

*Complete if applicable:*

Building Permit Application (BPA) No.: \_\_\_\_\_

BPA File Date: \_\_\_\_\_

**C. APPLICANT'S AFFIDAVIT**

Under penalty of perjury, I, the applicant, declare that I am the owner or authorized agent of the owner(s) of this property, and that the information presented is true and correct to the best of my knowledge.

Signed: \_\_\_\_\_

\_\_\_\_\_  
(Print Name of Applicant in Full)

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

**D. ENVIRONMENTAL DETERMINATION (To be filled out by Preservation Technical Specialist during application intake)**

Determination: \_\_\_\_\_

**E. ZONING CLASSIFICATION / HISTORIC RATINGS**

Assessor's Block/Lot: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Height/Bulk: \_\_\_\_\_

Landmark No. and Name \_\_\_\_\_ Historic District: \_\_\_\_\_

Article 11 Category: \_\_\_\_\_ Conservation District: \_\_\_\_\_

1976 AS Survey Rating: \_\_\_\_\_ Here Today Page: \_\_\_\_\_

Heritage Rating: \_\_\_\_\_ Other Surveys: \_\_\_\_\_

**F. PROJECT DESCRIPTION**

- Alteration
- Addition
- New Construction
- Demolition

Other: \_\_\_\_\_

Present/Previous Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Describe proposed scope of work: \_\_\_\_\_

---



---



---



---



---



---



---



---

Describe existing features and materials to be removed: \_\_\_\_\_

---



---



---



---



---

**Note: Attach continuation sheets, if necessary.**

**G. COMPLIANCE WITH APPLICABLE PLANNING CODE PRESERVATION STANDARDS**

In reviewing applications for Certificates of Appropriateness, the Landmarks Board will consider whether the proposed work would be appropriate for and consistent with the purpose of Article 10 of the Planning Code. Please describe below how the proposed work would preserve, enhance, or restore, and not damage or destroy, the building’s exterior architectural features:

---

---

---

---

---

---

---

**This question applies to proposed work in historic districts only. Describe how the proposed project is compatible with the character of the pertinent historic district described in the specific appendix to Article 10 of the Planning Code. (Appendices B through L of Article 10 provide in-depth information on each of the individual historic districts, describing their unique features and particular standards for review within the district.)**

---

---

---

---

---

**Note: Attach continuation sheets, if necessary.**

**H. COMPLIANCE WITH THE SECRETARY OF THE INTERIOR'S STANDARDS (STANDARDS) FOR THE REHABILITATION OF HISTORIC PROPERTIES**

Please describe how the proposed project meets the following 10 rehabilitation Standards. Please respond to each statement as completely as possible (i.e. give reasons as to *how* and *why* the project meets the Standards rather than merely concluding that it does so).

1. The 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:

---

---

---

---

---

2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize the property will be avoided:

---

---

---

---

---

3. 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:

---

---

---

---

---

**4. Changes to a property that have acquired historic significance in their own right will be retained and preserved:**

---

---

---

---

---

**5. Distinctive materials, features, finishes, and construction techniques or examples of fine craftsmanship that characterize a property will be preserved:**

---

---

---

---

---

**6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires 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:**

---

---

---

---

---

**7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used:**

---

---

---

---

---

**8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken:**

---

---

---

---

---

**9. 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:**

---

---

---

---

---

**10. 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 not be impaired:**

---

---

---

---

---

**Note: Attach continuation sheets, if necessary.**

## I. APPLICATION FILING FEE (DETERMINED BY PROJECT CONSTRUCTION COST)

Per Planning Code Section 356(c), the filing fee for a C of A application is based on the overall construction cost of the proposed project. All checks should be made payable to the San Francisco Planning Department; a receipt for payment will be provided at the application intake.

<u>Construction Cost</u>	<u>Fee Schedule</u>
\$0 to \$999	\$558 (=\$545 + Board of Appeals surcharge \$13)
\$1,000 to \$19,999	\$1,103 (=\$1,090 + Board of Appeals surcharge \$13)
\$20,000 or more	\$5,058 (=\$5,045 + Board of Appeals surcharge \$13)

*Effective October 1, 2007*