



# HISTORIC RESOURCE ASSESSMENT (HRA) 2019 PILOT PROGRAM

## INFORMATIONAL PACKET AND APPLICATION

The Historic Resource Assessment (HRA) provides preliminary feedback from the Planning Department regarding whether a property is eligible for listing on the National Register of Historic Places (NR) and/or California Register of Historical Resources (CR) in cases where a property's historic resource status is unknown (i.e. a Category B – Unknown Historic Resource Status).

For questions, email [CPC.HRA@sfgov.org](mailto:CPC.HRA@sfgov.org), 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 THE HISTORIC RESOURCE ASSESSMENT PROGRAM?

The Historic Resource Assessment (HRA) provides preliminary feedback from the Planning Department regarding whether a property is eligible for listing on the National Register of Historic Places (NR) and/or California Register of Historical Resources (CR) in cases where a property's historic resource status is unknown (i.e. a Category B – Unknown Historic Resource Status). This preliminary assessment provides property owners with information about the eligibility of their property in advance of the Citywide Cultural Resource Survey, which is a multi-year, phased effort, and in advance of submitting a Project Application for development or alterations. This process may only be undertaken at the request of a property owner, or their authorized agent, and is not required in advance of any future applications with the Department.

The HRA represents a preliminary assessment of the subject property's potential historical significance based on the information available at the time of the assessment and is not a formal determination pursuant to the California Environmental Quality Act (CEQA). This assessment is subject to change during evaluation of the property and surrounding neighborhood as part of the Citywide Cultural Resources Survey, or if new information becomes available during subsequent review of a Project Application. The HRA is not a development application, and issuance of an HRA letter is not a development approval or denial.

The HRA process is being undertaken by the Department as a 12-month pilot program effective January 1, 2019. During the pilot period, the Department will target a 60-day response time. The pilot period is intended to assist the Department and public in measuring the efficacy of the new process and identifying appropriate staffing levels and application fees for the process going forward.

## HOW DOES THE PROCESS WORK?

The property owner or their authorized agent may conduct the property research necessary to prepare and submit the HRA application, or the applicant may hire a consultant to conduct the property research and prepare the HRA application. All resources listed in this application that are relevant to the subject property must be researched and submitted. For more information on how to compile the required information, refer to “How to Research a Property’s History” section of this document.

Information in the application will be reviewed by the Planning Department’s Preservation staff. The Department’s review of the application will not begin until it is determined that the material submitted is complete. Preservation staff will review the material and prepare a response assessing whether the property appears eligible for the NR and/or CR. The Department will issue an HRA letter to the applicant within 60 days. Revising or submitting new materials may result in a restart of the 60-day review period. In some cases, the assessment may indicate that additional information will be required as part of a formal determination pursuant to CEQA, upon submittal of a Project Application.

## WHO MAY APPLY FOR A HISTORIC RESOURCE ASSESSMENT?

Any property owner or authorized agent of a property owner may file an HRA application.

Do not submit an application for an HRA if your property is currently identified as Category A (Known Historic Resource) or Category C (determined to NOT be a historic resource) in the Preservation tab on the Department’s Property Information Map (<http://propertymap.sfplanning.org/>), or if there is an active Project Application for development or alterations currently under review by the Department.

For questions related to the Historic Resource Assessment process, please contact the Planning Department at [CPC.HRA@sfgov.org](mailto:CPC.HRA@sfgov.org).

## FEE

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.

The fee for an HRA will be the same as for a Project Review Meeting during the pilot period. Note that the “Planning Department Only” fee amount will apply, and vary depending on whether there are more or fewer than 5 dwelling units in the existing structures on the property. 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 HRA process.

Once your application has been submitted, the Department will contact you to collect payment before review of the application will commence.

## 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, which 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, as well as photographs of the properties taken by the Assessor's Office in the 1950s through 1980s. 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 Berkeley 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/>.



# HISTORIC RESOURCE ASSESSMENT (HRA)

## APPLICATION

The Historic Resource Assessment (HRA) provides preliminary feedback from the Planning Department regarding whether a property is eligible for listing on the National Register of Historic Places (NR) and/or California Register of Historical Resources (CR) in cases where a property's historic resource status is unknown (i.e. a Category B – Unknown Historic Resource Status).

**Cost for Time and Materials:** Any time and materials exceeding initial fees charged for services provided are subject to billing.

For more information call 415.558.6377, or email the Planning Information Center (PIC) at [pic@sfgov.org](mailto:pic@sfgov.org).

**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 415.575.9010. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

### HOW TO SUBMIT:

Historic Resource Assessment application and all supporting documentation must be submitted electronically via [CPC.Intake@sfgov.org](mailto:CPC.Intake@sfgov.org).

### WHAT TO SUBMIT:

- One (1) complete and signed application.
- All property history documentation, including copies of building permits and drawings, historic maps, and articles (if available).
- Current photograph(s) of the subject property, adjacent properties, and the surrounding block faces.
- A Letter of Authorization from the owner(s) designating an Authorized Agent to communicate with the Planning Department on their behalf, if applicable.
- Payment via check, money order or debit/credit card for the total fee amount. (See [Fee Schedule and/or Calculator](#)).



# HISTORIC RESOURCE ASSESSMENT (HRA)

## APPLICATION

### Property Owner's Information

---

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

### Applicant Information (if applicable)

---

Name: \_\_\_\_\_ Same as above

Company/Organization: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

### Property Information

---

Address: \_\_\_\_\_ Block/Lot(s): \_\_\_\_\_

Date of Construction \_\_\_\_\_ Architect or Builder \_\_\_\_\_

Is Property Included in a Prior Historic Survey?	Survey Name	Survey Rating
Yes      No		

### Property/Architecture Photographs

---

Attach photographs for the building and property, including the rear and side facades.

### Adjacent Properties/Neighborhood Photographs

---

Attach photographs of all properties on the same side of the block as the subject property as well as the properties immediately opposite the subject property.

## **Alteration(s) and Permit History**

---

Please provide photocopies of each building permit issued from date of construction to present for subject property.

Please describe any additional projects or alterations that are not included in building permit records and identify the date of these changes to the building, if known.

---

### Ownership History Table

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

OWNER	DATE (FROM-TO)	NAME(S)	OCCUPATION
1			
2			
3			
4			
5			
6			

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.

OWNER	DATE (FROM-TO)	NAME(S)	OCCUPATION
1			
2			
3			
4			
5			
6			

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)

# 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

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

\_\_\_\_\_  
Relationship to Project

(i.e. Owner, Architect, etc.)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

# APPLICANT'S SITE VISIT CONSENT FORM

Planning Department staff will conduct an initial site visit that will assess the property from the public right-of-way. If additional information is necessary, staff will contact the property owner to authorize access to the property. The following indicates that the property owner is aware that the City and County of San Francisco Planning staff will conduct a site visit of this property from the public right-of-way and may require additional access. Should additional access to the property be required, the property owner agrees to make all portions of the interior and exterior accessible.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

For Department Use Only

Application received by Planning Department:

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

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