



HISTORIC LANDMARK DESIGNATION (DES)

INFORMATIONAL PACKET AND APPLICATION

Landmark designation is authorized by Section 1004 of the San Francisco Planning Code. The designation process includes a review of the Landmark Designation Application by the Planning Department and the Historic Preservation Commission. Final approval is made by the San Francisco Board of Supervisors.

For questions, you can call the Planning counter at 628.652.7300 or email pic@sfgov.org where planners are able to assist you.

Español: Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 628.652.7550. 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628.652.7550。請注意，規劃部門需要至少一個工作日來回應。

Filipino: Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 628.652.7550. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

PRESERVING SAN FRANCISCO HISTORY

Since 1967, San Francisco's Historic Preservation Program has helped preserve important facets of the city's history. The list of designated city landmarks and landmark districts includes iconic architectural masterpieces, monuments to historic events, and places associated with cultural and social movements that have defined our city. However, there are still many more untold stories to celebrate through landmark designation.

PROPERTIES ELIGIBLE FOR LANDMARK DESIGNATION

Most San Francisco landmarks are buildings. But a landmark can also be a structure, site, feature or area of special historical, architectural or aesthetic interest. Collections of properties can also be designated as landmark districts.

Landmarks can be significant for a variety of reasons. The criteria are based on those used by the National Register of Historic Places. They include:

- Properties significant for their association with historic events, including the city's social and cultural history
- Properties significant for their association with a person or group important to the history of the city, state or country
- Properties significant for their architecture or design, or a notable work of a Master builder, designer or architect
- Properties that are valued as visual landmarks, or that have special character or meaning to the city and its residents
- Collections of properties or features that are linked by history, plan, aesthetics or physical development.

INCENTIVES FOR LANDMARK DESIGNATION

Landmark designation recognizes the property as a significant element of San Francisco history. There are also various incentives, including the following:

- Eligibility for the Mills Act program, which can result in property tax reduction
- Eligibility to use the California Historical Building Code
- Eligibility for land use incentives under the San Francisco Planning Code
- Eligibility to display a plaque regarding the building's landmark status

HOW TO APPLY TO DESIGNATE A LANDMARK

Any member of the public may nominate a property for landmark designation. The application must contain supporting historic, architectural and/or cultural documentation. More information about the Planning Department's Historic Preservation program can also be found here: <https://sfplanning.org/preservation>.

NOTE: Through January 1, 2025 local historic landmarks may not be designated where there is an active Project Application (PRJ) for development on the site, pursuant to the Housing Crisis Act (SB 330). For more information please see [Planning Director's Bulletin No. 7](#) available at sfplanning.org.

Please submit the completed application to: San Francisco Planning Department, Attn: Landmark Designation Application, 49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103.

THE LANDMARK DESIGNATION PROCESS

The landmark designation process is a multi-step process. This includes the following:

1. Set a preliminary application review meeting with Planning Department Preservation staff. The meeting will focus on reviewing the draft designation application. Preservation staff can provide advice for improving the application, including any additional research which may be needed.
2. Submit the completed final application for review. Once it is determined to be complete, Preservation staff will place the application on the agenda for a Historic Preservation Commission (HPC) hearing.
3. During the hearing, the HPC will hear public testimony and determine if the property meets the criteria for landmark designation. If so, the Commission will vote to initiate landmark designation and schedule a follow-up hearing.
4. If the landmark designation is for a district, the Planning Commission will provide its review and comment on the proposed designation prior to the HPC making a final recommendation to the Board of Supervisors.
5. At the second hearing, the HPC will hear public testimony and vote on whether to recommend landmark designation to the Board of Supervisors.
6. An HPC recommendation supporting landmark designation will be forwarded to the Board of Supervisors and will be heard by its Land Use and Economic Development Committee. This is a public hearing where the owner(s) and members of the public can offer testimony.
7. The Land Use and Economic Development Committee will forward its recommendation on the designation to the full Board of Supervisors for a first reading. The Board of Supervisors will vote on the designation. A majority of Supervisors must vote in favor of the landmark designation for it to be approved. This is a public hearing, although no public testimony will be heard.
8. At a following Board of Supervisors hearing the proposed designation will have a second reading. This is a public hearing, although no public testimony will be heard. If the majority of Supervisors remain in favor of the landmark designation, the designating ordinance is sent to the Mayor for final signature.



HISTORIC LANDMARK DESIGNATION (DES)

APPLICATION

Property Owner's Information

Name: _____

Address: _____ Email Address: _____

Telephone: _____

Applicant Information (if applicable)

Name: _____ Same as above

Company/Organization: _____

Address: _____ Email Address: _____

Telephone: _____

Please Select Billing Contact:

Owner Applicant Other (see below for details)

Name: _____ Email: _____ Phone: _____

Please Select Primary Project Contact:

Owner Applicant Billing

Property Information

Address: _____ Block/Lot(s): _____

Historic Name of Property (If Applicable) Date of Construction Source for Date of Construction

Architect or Builder Architectural Style

Source of Information for Architect or Builder Historic Use Present Use

Property Included in a Prior Historic Survey? Survey Name Survey Rating

Yes No

Statement of Significance

The proposed landmark is significant for the following reason(s). Please check all that apply:

It is associated with significant events or patterns, or reflects important aspects of social or cultural history

It is associated with a person or persons important to our history

It is significant for its architecture or design, or is a notable work of a master builder, designer or architect

It is valued as a visual landmark, or has special character or meaning to the city and its residents

It contains archaeological deposits that have the potential to yield important information about history or prehistory

Please summarize why the property or district should be designated a San Francisco Landmark. Whenever possible, include footnotes or a list of references that support the statement of significance. Copies of historic photographs, articles or other sources that directly relate to the property should also be attached.

Property / Architecture Description

Please provide a detailed description of the exterior of the building and any associated buildings on the property. This includes the building's shape, number of stories, architectural style and materials. For example, is the building clad with wood, brick or stucco? What materials are the windows and exterior doors made of? Please be sure to include descriptions of the non-publicly visible portions of the building. Attach photographs of the property, including the rear facade.

For assistance in researching the property, see the [San Francisco History Center's Website](#) "How to Research a San Francisco Building" page.

Neighborhood or District Description

Please provide a narrative describing the buildings both adjacent to, and across the street from, the subject property. This includes describing their architectural styles, number of stories, exterior materials (e.g., wood or stucco cladding) and landscape features, if any. Attach representative photographs.

Using Sanborn Fire Insurance Maps, describe the development history of the neighborhood. What are the existing surroundings of the building and how do they compare to the surroundings at the time of the building's construction? Sanborn maps are available in the San Francisco History Room of the Main Library.

If the application is for a landmark district, please provide similar information describing the architectural character of the district. Also be sure to include a map outlining the boundaries of the district, as well as a list of all properties including their addresses, block and lot numbers, and dates of construction. This information may be gathered using the San Francisco Property Information Map, available here: <https://sfplanninggis.org/pim/>.

Building Permits and History of Alterations

Please list all building permits from the date of construction to present. Be sure to include any alterations or additions to the building. These include changes such as window replacement, construction of a new garage, or installation of roof dormers. Also attach photocopies of building permits. Copies of building permits are available from the Department of Building Inspection, 49 South Van Ness Avenue, Suite 400 (<http://sfdbi.org/record-request-form>).

***Note: Do not complete this section if the application is for a landmark district.*

PERMIT	DATE	DESCRIPTION OF WORK
1		
2		
3		
4		
5		
6		

Please describe any additional alterations that are not included in this table. For example, have any obvious changes been made to the property for which no building permit record is available?

Ownership History Table

Please list all owners of the property from the date of construction to present. Building ownership may be researched at the San Francisco Assessor-Recorder's Office, located at City Hall, Room 190.

**Note: Do not complete this section if the application is for a landmark district*

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

If the property is significant for its association with a person important to history, please be sure to expand on this information in the **Statement of Significance** Section above.

Occupant History Table

Please list occupants of the property (if different from the owners) from the date of construction to present. It is not necessary to list the occupants for each year. A sample of every five to seven years (e.g, 1910, 1917, 1923, etc.) is sufficient. For multi-unit buildings, please use a representative sampling of occupants. A chronological list of San Francisco city directories from 1850 – 1982 is available online. Choosing the “IA” link will take you to a scan of the original document: <http://www.sfgenealogy.com/sf/sfdatadir.htm>

Beginning with the year 1953, a “reverse directory” is available at the back of each volume, allowing you to look up a specific address to see the occupants.

**Note: Do not complete this section if the application is for a landmark district*

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

If the property is significant for having been used by an occupant, group or tenant important to history, please expand on this information below.

Public Information Release

Please read the following statements and check each to indicate that you agree with the statement. Then sign below in the space provided.

I understand that submitted documents will become public records under the California Public Records Act, and that these documents will be made available upon request to members of the public for inspection and copying.

I acknowledge that all photographs and images submitted as part of the application may be used by the City without compensation.

Name (Print)

Date

Signature

-

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.
- d) I hereby authorize City and County of San Francisco Planning staff to conduct a site visit of this property as part of the City's review of this application, making all portions of the interior and exterior accessible through completion of construction and in response to the monitoring of any condition of approval.
- e) I attest that personally identifiable information (PII) - i.e. social security numbers, driver's license numbers, bank accounts - have not been provided as part of this application. Furthermore, where supplemental information is required by this application, PII has been redacted prior to submittal to the Planning Department. I understand that any information provided to the Planning Department becomes part of the public record and can be made available to the public for review and/or posted to Department websites.

Signature

Name (Printed)

Date

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

Phone

Email

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____