



ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS

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.

Section 1006(a) states that the Historic Preservation Commission (“HPC”) may define categories of work as Minor Alterations and delegate approval of an Administrative Certificate of Appropriateness for such Minor Alterations to Planning Department Staff.

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.

WHAT IS AN ADMINISTRATIVE 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. The Historic Preservation Commission has identified certain categories of work as Minor Alterations. These Minor Alterations qualify for an Administrative Certificate of Appropriateness. An Administrative Certificate of Appropriateness does not require a public hearing and is approved by Planning Department Preservation staff. To determine if your project qualifies for an Administrative Certificate of Appropriateness, please email to speak with a Preservation Planner at the Planning counter from the Permit Center at pic@sfgov.org.

WHAT IS THE PROCESS FOR AN ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS?

1. Gather the information needed and fill out the attached application. If you need assistance, email the Planning counter at the Permit Center at pic@sfgov.org.
2. Please submit the project application, ACOA supplemental, and plans directly to Planning through CPC.Intake@sfgov.org.
3. Department staff reviews the proposed project to determine if it meets the Historic Preservation Commission's definition of a major or minor project. If determined to be a major project, a Certificate of Appropriateness Application will be required. Please see that application for additional information regarding process.
4. When the application is determined to be complete, the Department issues the Administrative Certificate of Appropriateness document. Please note that the Department reserves the right to bring any proposed alteration, even if it meets the criteria for a Administrative Certificate of Appropriateness, to the Historic Preservation Commission for review and approval.
5. Once the Administrative Certificate of Appropriateness is issued, there is a mandatory 20-day "Request for Hearing" period. The Administrative Certificate of Appropriateness will be sent to each Historic Preservation Commission Commissioner and all interested parties on file with the Department. If no "Request for Hearing" is made within the designated time period, the building permit application associated with the Administrative Certificate of Appropriateness will be approved by the Planning Department.
6. The final issuance of the Administrative Certificate of Appropriateness and the building permit application may be appealed to the Board of Appeals.

WHO MAY APPLY FOR AN ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS?

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

FEES

There is no set fee required. Time and materials charges will be calculated based upon hours spent processing the application.



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SUPPLEMENTAL APPLICATION

Property Information

Project Address:

Block/Lot(s):

Within the past five years, has the property taken advantage of the Federal Rehabilitation Tax Credit Program? Yes No
If you selected yes, please also submit documentation from the California Office of Historic Preservation (OHP) regarding its review of the proposed project. The OHP may be contacted at (916) 445-7000 or at <http://ohp.parks.ca.gov/> .

Project Description:

	FINDINGS OF COMPLIANCE WITH PRESERVATION STANDARDS	YES	NO	N/A
1	Is the property being used as it was historically?			
2	Does the new use have minimal impact on distinctive materials, features, spaces, and spatial relationship?			
3	Is the historic character of the property being maintained due to minimal changes of the above listed characteristics?			
4	Are the design changes creating a false sense of history of historical development, possible from features or elements taken from other historical properties?			
5	Are there elements of the property that were not initially significant but have acquired their own historical significance?			
6	Have the elements referenced in Finding 5 been retained and preserved?			
7	Have distinctive materials, features, finishes, and construction techniques or examples of fine craftsmanship that characterize the property been preserved?			
8	Are all deteriorating historic features being repaired per the Secretary of the Interior Standards?			
9	Are there historic features that have deteriorated and need to be replaced?			
10	Do the replacement features match in design, color, texture, and, where possible, materials?			
11	Are any specified chemical or physical treatments being undertaken on historic materials using the gentlest means possible?			
12	Are all archeological resources being protected and preserved in place?			
13	Do exterior alterations or related new construction preserve historic materials, features, and spatial relationships that are characteristic to the property?			
14	Are exterior alterations differentiated from the old, but still compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment?			

Please summarize how your project meets the Secretary of the Interior's *Standards for the Treatment of Historic Properties*, in particular the *Guidelines for Rehabilitation*, and how the project will retain character-defining features of the building and/or district:

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: _____