



**SAN FRANCISCO  
PLANNING  
DEPARTMENT**

## APPLICATION FOR

# Historic Landmark Designation

Planning Department  
1650 Mission Street  
Suite 400  
San Francisco, CA  
94103-9425

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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.

## 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
- 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

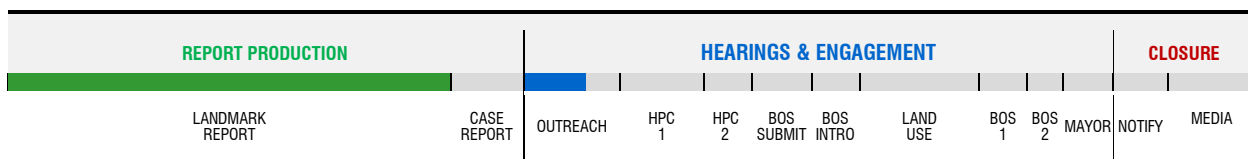
Any member of the public may nominate a property for landmark designation. The application must contain supporting historic, architectural and/or cultural documentation. More information about the Planning Department's Historic Preservation program can also be found here:

<http://www.sf-planning.org/index.aspx?page=1825>

## 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.



## COMPLETING THE APPLICATION

Please fill out all of the sections of the application. Use the checklist at the end of this application to ensure that all required materials are included. If more space is needed, please feel free to attach additional sheets as necessary. If you are unsure how to answer any of the questions, please contact Planning Department preservation staff.

### Please submit the completed application to:

San Francisco Planning Department  
 Attn: Landmark Designation Application  
 1650 Mission Street, Suite 400  
 San Francisco, CA 94103-9425

# Historic Landmark Designation **Application**

## 1. Current Owner / Applicant Information

Date:

PROPERTY OWNER'S NAME:	
PROPERTY OWNER'S ADDRESS:	TELEPHONE:
	EMAIL:

APPLICANT'S NAME:	
	<input type="checkbox"/> SAME AS ABOVE
APPLICANT'S ADDRESS:	TELEPHONE:
	EMAIL:

CONTACT FOR PROJECT INFORMATION:	
	<input type="checkbox"/> SAME AS ABOVE
ADDRESS:	TELEPHONE:
	EMAIL:

## 2. Location of the Proposed Landmark

STREET ADDRESS OF PROJECT:	ZIP CODE:
CROSS STREETS:	

ASSESSORS BLOCK/LOT:	LOT DIMENSIONS:	LOT AREA (SQ FT):	ZONING DISTRICT:	HEIGHT/BULK DISTRICT:
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OTHER ADDRESS / HISTORIC ADDRESS: ( if applicable )	ZIP CODE:
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## 3. Property Information

HISTORIC NAME OF PROPERTY (IF APPLICABLE)	DATE OF CONSTRUCTION:	SOURCE FOR DATE OF CONSTRUCTION:
	<input type="checkbox"/> ACTUAL YEAR <input type="checkbox"/> ESTIMATED YEAR	

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:
<input type="checkbox"/> Yes <input type="checkbox"/> No ...		

#### 4. 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.

#### 5. 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.

#### 6. 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.

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: <http://ec2-50-17-237-182.compute-1.amazonaws.com/PIM/>

## 7. 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, 1660 Mission Street, 4<sup>th</sup> Floor (<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.		
7.		
8.		

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?

## 8. 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:	DATES (FROM – TO):	NAME(S):	OCCUPATION:
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

If the property is significant for its association with a person important to history, please be sure to expand on this information in Section 9.

## 9. 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*

OCCUP:	DATES (FROM – TO):	NAME(S):	OCCUPATION:
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

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

## 10. 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.

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Name (Print):

Date:

Signature:

# Submittal Checklist

Use the checklist below to ensure that all required materials are included with your application.

CHECKLIST:	REQUIRED MATERIALS:
<input type="checkbox"/>	Photographs of subject property, including the front, rear and visible side facades
<input type="checkbox"/>	Description of the subject property (Section 5)
<input type="checkbox"/>	Neighborhood description (Section 6) with photos of adjacent properties and properties across the street
<input type="checkbox"/>	Building permit history (Section 7), with copies of all permits
<input type="checkbox"/>	Ownership history (Section 8)
<input type="checkbox"/>	Occupant history (Section 9)
<input type="checkbox"/>	Historic photographs, if available
<input type="checkbox"/>	Original building drawings, if available
<input type="checkbox"/>	Other documentation related to the history of the property, such as newspaper articles or other references