
City of San Diego Historical Resources Board



Historical Resource Research Report Guidelines and Requirements

Land Development Manual Historical Resources Guidelines Appendix E, Part 1.1

Adopted by the Historical Resources Board

November 30, 2006

Updated January 24, 2008

Updated February 9, 2009



Preparing a Historical Resource Research Report



The purpose of this document is to provide clear direction and a standardized format for all historical research reports prepared in conjunction with a historic resource nomination or a report required as part of a ministerial construction permit application with the City of San Diego. A clear understanding of required information, documentation, and formatting will reduce the number of reports sent back for supplemental information and will allow both City staff and members of the Historical Resources Board (HRB) to more efficiently and effectively review resources being considered for historic designation. Therefore, beginning January 1, 2007, all historical resource research reports prepared for the City of San Diego must provide information, documentation and formatting as follows. For Historic Resource Technical Reports required as part of a discretionary development permit application, please refer to the *Historical Resource Technical Report Guidelines and Requirements* found in Appendix E, Part 1.2 of the City's Land Development Manual.

It should be noted that if staff determines during review of the report that required documentation, information, and analysis has not been provided or addressed as outlined in this document, the report may be sent back and the applicant will be required to resubmit the report.

Once the historical resource research report is deemed complete by staff the applicant will be required to provide additional double sided, stapled copies and an electronic copy.

Please note that property owners who wish to participate in the Mills Act program will be required to submit a separate application following the designation of the property.

“At-a-Glance” Report Summary

- Use the “At-a-Glance” Report Summary sheets included in this document as the submittal form for the Historical Resource Research Report.
- Historical Resource Research Reports which do not provide the two “At-a-Glance” Report Summary sheets will not be accepted. Additional report copies submitted at the request of staff will not need to include these Summary sheets.
- The applicant may provide their own individualized cover sheet if they choose to do so.

Department of Parks and Recreation (DPR) 523 forms

- All information and discussion of historicity and significance must be fully contained within Department of Parks and Recreation (DPR) 523 forms. These forms are available on-line by visiting the California State Office of Historic Preservation (OHP) website at http://ohp.parks.ca.gov/?page_id=1069. Historical reports that do not provide DPR forms, or provide them as attachments, will no longer be accepted. (Please refer to the attached DPR examples for clarification of HRB requirements and formatting.)
- Complete all DPR forms that are appropriate for the resource type. These include, but are not limited to:

- 523-A Primary Record (for all resource types)
 - 523-B Building Structure and Object Record (for all buildings, structures, and objects)
 - 523-C Archaeological Site Record Form (for archaeological sites only)
 - 523-D District Record Form (for proposed districts only)
 - 523-L Continuation Sheet (for information which cannot be contained within forms A-D)
- The information and analysis contained within the DPR forms must conform to OHP Guidelines cited above. The following section addresses common errors and omissions in the preparation of DPR forms, which must include:
 - Section P2e: This section must provide the Assessor's Parcel Number (APN) and the Legal Description.
 - Section P3a: A full architectural description of the building from the top down. Begin by identifying the style, date of construction and size of the building. Then describe the appearance of the building, including form, building materials, fenestration, architectural details, and condition of the building, as well as the setting, and the boundaries. The research report shall address the historical or architectural significance of interior elements that should be considered for designation. Public buildings being considered for designation should include thorough photo documentation of all interior areas visible to the public. (Refer to the Technical Assistance section for further information.)
 - Section P5a: The photograph used should clearly show the resource, preferably at an oblique angle, free of any obstructions such as cars or trees. If the lot is heavily vegetated, the photo should attempt to capture the resource as clearly as possible.
 - Section B6: A complete analysis and accounting of any and all alterations or modifications to the building, including re-roofing, re-stuccoing, replacement of siding, replacement of windows, additions, removals, etc. Interior spaces proposed for designation or publicly visible historic interiors should be similarly addressed. In addition to a field inspection, all available building records, including the residential building record, any and all building permit records, and all available Notices of Completion should be used in this analysis. Current owners should always be interviewed for information regarding modifications/maintenance of the property, and whenever possible, prior owners should be interviewed as well. Current and prior owners may also be a resource for historic photographs of the building which document changes, if any.
 - In addition, all modifications to original historic fabric must be identified and analyzed for its impact to the integrity of the structure.
 - If more space is required, use a DPR 523(L) form, also known as a Continuation Sheet. Use as many Continuation Sheets as necessary. Please note that the format of the Primary Record should not be altered to accommodate more text.
 - Section B10: An analysis of the property under all established Historical Resources Board Criteria under criterion headings. The applicant should make a clear and compelling argument as to why the property is or is not significant and eligible for

designation under each criterion. Interior spaces proposed for designation or publicly visible historic interiors should be similarly addressed. (Please refer to the “Guidelines for the Application of Historical Resources Board Criteria for Designation” for assistance in applying the criteria). If more space is required, use a DPR 523(L) form, also known as a Continuation Sheet. Use as many Continuation Sheets as necessary. Please note that the format of the Building Structure and Object Record should not be altered to accommodate more text. Analysis under State and National Criteria is not required unless the applicant is pursuing designation under HRB Criterion E.

- The integrity of the resource should be included in the discussion of the property’s eligibility under HRB criteria. The resource, including interior elements under consideration, must retain integrity in order to be eligible for designation under any and all HRB criteria. The discussion of integrity should be tied to the property type and its contributing character defining features. Not all aspects of integrity are equally significant for all properties. For example, the integrity aspects of setting and location may not be as important for properties significant under HRB Criteria C and D, whereas setting and location can be highly important for properties significant under HRB Criteria A and B. Design materials and workmanship can be more important under HRB Criteria C and D than under HRB Criteria A and B. Feeling and association can be important under all HRB Criteria. Mathematical calculations for integrity analysis are not acceptable.
- If the applicant is proposing designation under HRB Criterion B for “significant person”, discuss how the property comparatively relates to other properties that the individual may have owned and/or occupied. Also include a discussion of the important person’s achievements and the dates of the achievements (period of significance) and demonstrate that they occupied the property during the identified period of significance.
- If the applicant is proposing designation under HRB Criterion D for association with a “Master”, discuss how the property is representative of their body of work. If the individual is not already recognized as a Master, provide enough evidence through an analytical narrative and supporting documentation in the attachments to show the breadth of the individual’s body of work; the high quality of their craftsmanship and/or whether peers considered them to be a Master; as well as how the property in question fits into the overall body of work and how it is representative of that body of work.
- Section B12: The References should include all references and works cited in the preparation of the Research Report. Acceptable formats include the Chicago Manual of Style, American Antiquity, or other standard humanities or scientific styles. If more space is required, use a DPR 523(L) form, also known as a Continuation Sheet. Use as many Continuation Sheets as necessary. Please note that the format of the Building Structure and Object Record should not be altered to accommodate more text.
- Sketch Map: The Sketch Map must show the building footprint(s) with a north arrow. This can be accomplished through an actual sketch map or an aerial photo with a north arrow. The Sketch Map must also show the nearest intersection. Please note that a Thomas Brothers map or other map which does not show the footprint of the building (in its current configuration) is not acceptable.

Attachments

- All supporting documentation must be provided within standardized attachments, and shall no longer be permitted within the body of the report. In addition, all supporting documentation listed below must be provided, and the attachment pages included in this document must be used at the beginning of each attachment (A-E). If the documentation cannot be found, a sheet must be inserted in its place stating that the information was not available. Supporting documentation shall be provided as follows:
 - Attachment A: Building Development Information
 - County Assessor's Building Record
 - Notice of Completion
 - Water/Sewer Connection Records
 - Construction Permits (electrical, mechanical & plumbing permits not required)
 - Site Plan with the building footprint which identifies any additions
 - County Lot and Block Book page (for the first year the parcel was assessed with an improvement)
 - Previous Historical Resource Survey Forms
 - Attachment B: Ownership and Occupant Information
 - Chain of Title (in tabular format)
 - City Directory Listing of Occupants and their occupations if identified in the directory (in tabular format)
 - Copy of the Deed from the date of construction
 - Attachment C: Maps
 - City of San Diego 800 Scale Engineering Maps (with north arrow and site location)
 - USGS Map (with north arrow and site location identified)
 - Current USGS Map
 - Historical USGS Maps
 - Original Subdivision Map with site location (not the Assessor's Parcel Map)
 - Sanborn Maps (Include the map even if the lot was empty. If the area that the property is located in was not mapped in a given year, then insert a sheet in its place stating that a map was not available)
 - 1886/1887
 - 1906
 - 1921
 - 1940
 - 1950
 - 1956

- Attachment D: Photographs
 - Historical (including transitional photos, if available)
 - Current 4"x6" (minimum) Color Photographs
 - North Elevation (wide shot and details)
 - East Elevation (wide shot and details)
 - South Elevation (wide shot and details)
 - West Elevation (wide shot and details)
 - Photos with a key floor plan is required for review of building interiors under consideration.

- Attachment E: HRB Criteria, Supplemental Documentation (Provide any primary or secondary documentation relevant to designation under the applicable HRB designation criteria. This may include obituaries, biographies, newspaper articles, advertisements, subdivision maps, photographs, scholarly journal articles, etc). In addition, the following supplemental information must be provided:
 - Criterion A: No required supplemental documentation. To be provided at the applicant's discretion.
 - Criterion B:
 - For "significant person" designations, provide a tabular listing of all other San Diego addresses for the person, indicating whether the buildings are still extant and describing their integrity (excellent, good, fair, poor, demolished).
 - Criterion C: No required supplemental documentation. To be provided at the applicant's discretion.
 - Criterion D:
 - Provide a listing of all known properties currently designated for an association with the Master.
 - If the individual is not already recognized as a Master, provide supporting documentation to show the breadth of the individual's body of work; the high quality of their craftsmanship and/or whether peers considered them to be a Master; as well as how the property in question fits into the overall body of work and how it is representative of that body of work. This may include current photos of cited works and a map of their locations.
 - Criterion E:
 - Provide a copy of the State or National listing or Determination of Eligibility.
 - Criterion F:
 - Provide a copy of the Historical District's Boundary, Context Statement, and Period of Significance.

Technical Assistance



In order to assist the applicant in preparing a complete Historical Resource Research Report for consideration by the Historical Resources Board, HRB staff has compiled the following list of documents and resources designed to guide the applicant through the analysis of a resource and the preparation of a historical resource research report.

The following resources are available to provide assistance preparing a historical resource research report:

To view the City of San Diego's Historical Resources Guidelines in the Land Development Manual, please visit <http://www.sandiego.gov/development-services/industry/pdf/landdevmanual/lmhistorical.pdf>

For assistance in completing a DPR 523 form please review "Instructions for Recording Historical Resources", by going to <http://ohp.parks.ca.gov/pages/1054/files/manual95.pdf> . Assistance with completing a DPR form consistent with the City's requirements can also be found at the end of this document.

For assistance with evaluating the architecture and character defining features of a building, please review *National Park Service Brief 17: "Architectural Character Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character"* by going to <http://www.cr.nps.gov/hps/tps/briefs/brief17.htm>

For assistance with evaluating a building's interior elements or spaces, please review *National Park Service Bulletin 18: "Rehabilitating Interiors in Historic Buildings, Identifying and Preserving Character-Defining Elements"* by going to <http://www.cr.nps.gov/hps/tps/briefs/brief18.htm>

For assistance with assessing the integrity of a resource, please review *National Register Bulletin 15: "How to Evaluate the Integrity of a Property"* by going to http://www.cr.nps.gov/nr/publications/bulletins/nrb15/nrb15_8.htm

For assistance evaluating a property within a historical context, please review *National Register Bulletin 15: "How to Evaluate a Property within its Historic Context"* by going to http://www.cr.nps.gov/nr/publications/bulletins/nrb15/nrb15_5.htm

For assistance applying the City of San Diego Historical Resources Board's designation criteria, please review the "Guidelines for the Application of HRB Criteria" by going to <http://www.sandiego.gov/planning/programs/historical/index.shtml> (once available)

*It should be noted that the popular reference book *A Field Guide to American Houses* by Virginia and Lee McAlester can be a useful starting point for the identification of architectural styles, but is not a definitive guide and has limited use and applicability within San Diego, which has many vernacular and hybrid variations of architecture.

Research Resources



In order to assist the applicant in preparing a complete historical resource report for consideration by the Historical Resources Board, HRB staff has compiled the following list of agencies, archives, and repositories where required documentation can be found. This list is not comprehensive, but provides a starting point for research.

WHERE TO GO:

San Diego County Assessor/Recorders Office
1600 Pacific Highway, Room 103
San Diego, CA 92101
(619) 236-3771

City of San Diego
Water Operations, Maps & Records
2797 Caminito Chollas
San Diego, CA 92105
(619) 527-7482

San Diego Historical Society
Casa de Balboa, lower level
1649 El Prado, Balboa Park
(619) 232-6203

South Coast Information Center
4283 El Cajon Blvd. St. 250
San Diego, CA 92105
Phone: 619.594.5682 (call for appointment)

San Diego Public Library
Central Library, California Room
820 E Street
San Diego, CA 92101-6478
(619) 236-5800

City of San Diego Development Services Dept
1222 First Avenue, 2nd Floor, Records Section
San Diego CA 92101
(619) 446-5200

City of San Diego Planning Department
202 C Street, 5th Floor
San Diego CA 92101
(619) 235-5224 (call for appointment)

Various University Libraries

WHAT YOU'LL FIND:

Residential Building Record
Notice of Completion*
Deed Information (Chain of Title)
County Lot and Block Books

Water and Sewer Connection Records

Historical Photographs
Biographical Information
Historical Maps

Previous Surveys/Records of the Property
Previous Surveys/Records of Surrounding Properties

San Diego City Directories
Sanborn Fire Insurance Maps
Historical Newspapers & Clippings
Rare Books
Southwest Building & Contractor*

Building/Construction Permit Records
Engineering Maps
Subdivision Maps

Inventory Forms from Previous Surveys
Historical Site Designation Files
Info on established Masters

Newspaper Articles & Images
Magazines
Scholarly Research
Special Collections

*If the Notice of Completion cannot be found, Southwest Building & Contractor may provide construction date information

“At-a-Glance” Report Summary

Property Information & Applicable Criteria



Resource Type: _____

Resource Name (per HRB naming policy): _____

Resource Address: _____

APN: _____ Will you be Submitting a Mills Act Application
Following Designation? Y N

Date of Construction: _____ Architect/Builder: _____

Prior Resource Address (if relocated): _____

Date of Relocation: _____

Applicant's Name: _____ Owner's Name: _____

Address: _____ Address: _____

Phone #: _____ Phone #: _____

Email: _____ Email: _____

The resource is being nominated for designation as a historical resource under:

- HRB Criterion A as a special element of the City's, a community's or a neighborhood's
- historical development archaeological development cultural development
 - social development economic development political development aesthetic development
 - engineering development landscaping development architectural development

for the following reason(s): _____

HRB Criterion B for its association with _____ who/which is significant in local, state or national history for the following reason(s): _____

HRB Criterion C as a good/excellent example of _____.

HRB Criterion D as a notable work of _____, a Master _____

- Previously established as a Master
- Proposed as a Master

HRB Criterion E as a property which has been determined eligible by the National Park Service for listing on the National Register of Historic Places or is listed or has been determined eligible by the State Historical Preservation Office for listing on the State Register of Historical Resources.

HRB Criterion F as a contributing resource to the _____ Historical District.

“At-a-Glance” Report Summary

Required Forms and Documentation



Circle Yes or No, indicating whether or not the following required documentation has been provided:

Report Copies

Y N Provide one copy of the Historical Resource Research Report, double sided and stapled

Department of Parks and Recreation Forms

Y N Primary Record (523a)
Y N BSO Record (523b)
Y N Archaeological Record (523c) (if applicable)
Y N District Record (523d) (if applicable)
Y N Locational Map (523j) (if applicable)
Y N Sketch Map (523k) (if applicable)
Y N Continuation Sheet (523l)

Attachment A

Y N Assessor's Record
Y N Notice of Completion
Y N Water Sewer Records
Y N Building Permits
Y N Site Plan with Footprint
Y N County Lot & Block Book
Y N Previous Survey Forms

Attachment B

Y N Chain of Title
Y N Directory Search
Y N Deed from the Date of Construction

Attachment C

Y N City SD 800 Scale Eng Maps
Y N USGS Maps
Y N Original Subdivision Map
Y N 1886/1887 Sanborn
Y N 1906 Sanborn
Y N 1921 Sanborn
Y N 1940 Sanborn
Y N 1950 Sanborn
Y N 1956 Sanborn

Attachment D

Y N Historical and Transitional Photos
Y N Current Photos of North Elevation
Y N Current Photos of East Elevation
Y N Current Photos of South Elevation
Y N Current Photos of West Elevation
Y N Photos with a key floor plan
 (for interiors under consideration)

Attachment E

Y N Criterion A Documentation
Y N Criterion B Documentation
Y N Criterion C Documentation
Y N Criterion D Documentation
Y N Criterion E Documentation
Y N Criterion F Documentation

DPR 523 Form Examples



The following three pages provide copies of the three most commonly used Department of Parks and Recreation (DPR) 523 forms. All sections identified on the form in bold print with an asterisk must be completed. Staff has provided comments highlighted to assist the applicant with the preparation of these forms as required by the Historical Resources Board.

State of California — The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
PRIMARY RECORD

Primary #
HRI #
Trinomial
NRHP Status Code

Other Listings
Review Code

Reviewer

Date

Page of

*Resource Name or #:

P1. Other Identifier:

*P2. Location: Not for Publication Unrestricted

*a. County:

and (P2b and P2c or P2d. Attach a Location Map as necessary.)

*b. USGS 7.5' Quad:

Date:

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; M.D.

B.M.

c. Address:

City:

Zip:

d. UTM: Zone: 10 ; mE/ mN (G.P.S.)

e. Other Locational Data: (e.g., parcel #, directions to resource, elevation, etc., as appropriate) Elevation:

Include Assessor's Parcel Number (APN) and Legal Description

*P3a. Description: (Describe resource and its major elements. Include design, materials, condition, alterations, size, setting, and boundaries)

Provide full architectural description of the building from the top down. Begin by identifying the style, date of construction and size of the building. Then describe the appearance of the building, including form, building materials, fenestration, architectural details, and condition of the building, as well as the setting, and the boundaries. If the property under evaluation is a commercial building, an analysis of publicly accessible interiors (such as lobbies, theatres, etc) must be included. For assistance, please refer to National Register Brief #17, "Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character", which can be found at <http://www.cr.nps.gov/hps/tps/briefs/brief17.htm>

Descriptions relative to Archaeology Sites, Cultural Landscapes, and Traditional Cultural Properties should be completed in a manner consistent with National Register Guidelines. Please visit the following links for information and assistance:

National Register Bulletin 36; <http://www.cr.nps.gov/nr/publications/bulletins/arch/>

National Register Bulletin 38; <http://www.cr.nps.gov/nr/publications/bulletins/nrb38/>

*P3b. Resource Attributes: (List attributes and codes)

*P4. Resources Present: Building Structure Object Site District Element of District Other (Isolates, etc.)

P5a. Photo or Drawing (Photo required for buildings, structures, and objects.)

Provide a CURRENT photo of the primary (public) elevation. The photograph used should clearly show the resource, preferably at an oblique angle, free of any obstructions such as cars or trees. If the lot is heavily vegetated, the photo should attempt to capture the resource as clearly as possible.

P5b. Description of Photo: (View, date, accession #)

*P6. Date Constructed/Age and Sources: Historic Prehistoric Both

*P7. Owner and Address:

*P8. Recorded by: (Name, affiliation, and address)

*P9. Date Recorded:

*P10. Survey Type: (Describe)

report and other sources, or enter "none.")

*P11. Report Citation: (Cite survey

*Attachments: NONE Location Map Sketch Map Continuation Sheet Building, Structure, and Object Record Archaeological Record District Record Linear Feature Record Milling Station Record Rock Art Record Artifact Record Photograph Record Other (List):

BUILDING, STRUCTURE, AND OBJECT RECORD

Page of

*NRHP Status Code

*Resource Name or # (Assigned by recorder)

- B1. Historic Name:
- B2. Common Name:
- B3. Original Use:

B4. Present Use:

***B5. Architectural Style:**

***B6. Construction History:** (Construction date, alterations, and date of alterations)

A complete analysis and accounting of any and all alterations or modifications to the building, including re-roofing, re-stuccoing, replacement of siding, replacement of windows, additions, removals, etc. In addition to a field inspection, all available building records, including the residential building record, any and all building permit records, and all available Notices of Completion should be used in this analysis.

***B7. Moved?** No Yes Unknown **Date:**

Original Location:

***B8. Related Features:**

B9a. Architect:

b. Builder:

***B10. Significance: Theme:**

Area:

Period of Significance:

Property Type:

Applicable Criteria:

(Discuss importance in terms of historical or architectural context as defined by theme, period, and geographic scope. Also address integrity.)

Provide an analysis of the property under all established Historical Resources Board Criteria under criterion headings. The applicant should make a clear and compelling argument as to why the property is or is not significant and eligible for designation under each criterion. (Please refer to the "Guidelines for the Application of Historical Resources Board Criteria for Designation" for assistance in applying the criteria). If more space is required, use a DPR 523(L) form, also known as a Continuation Sheet. Use as many Continuation Sheets as necessary. It should be noted that analysis under State and National Criteria is not required unless the applicant is pursuing designation under HRB Criterion E or unless the report is being prepared in response to a request from the Development Services Department.

The integrity of the resource should be included in the discussion of the property's eligibility under HRB criteria. The resource must retain integrity in order to be eligible for designation under any and all HRB criteria. The discussion of integrity should be tied to the property type and its contributing character defining features. Not all aspects of integrity are equally significant for all properties. For example, the integrity aspects of setting and location may not be as important for properties significant under HRB Criteria C and D, whereas setting and location can be highly important for properties significant under HRB Criteria A and B. Design materials and workmanship can be more important under HRB Criteria C and D than under HRB Criteria A and B. Feeling and association can be important under all HRB Criteria. Mathematical calculations for integrity analysis are not acceptable.

B11. Additional Resource Attributes: (List attributes and codes)

***B12. References:**

Include all references and works cited in the preparation of the Research Report. Acceptable formats include the Chicago Manual of Style, American Antiquity, or other standard humanities or scientific styles. If more space is required, use a DPR 523(L) form, also known as a Continuation Sheet.

B13. Remarks:

***B14. Evaluator:**

***Date of Evaluation:**

(Sketch Map with north arrow required.)

The Sketch Map must show the building footprint(s) with a north arrow. This can be accomplished through an actual sketch map or an aerial photo with a north arrow. The Sketch Map must also show the nearest intersection. Please note that a Thomas Brothers map or other map which does not show the footprint of the building (in its current configuration) is not acceptable.

(This space reserved for official comments.)

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*Resource Name or # (Assigned by recorder)

*Recorded by:

*Date:

Continuation

Update

USE CONTINUATION SHEETS FOR ALL INFORMATION WHICH CANNOT BE CONTAINED WITHIN THE PROVIDED SPACE ON THE DPR FORM.

Attachment A

Building Development Information

-
- A.1 – Assessor’s Building Record
 - A.2 – Notice of Completion
 - A.3 – Water/Sewer Records
 - A.4 – Building/Construction Permits
 - A.5 – Site Plan with Footprint Showing Additions
 - A.6 – County Lot and Block Book Page
 - A.7 – Previous Survey Forms

Attachment B

Ownership and Occupant Information

B.1 – Chain of Title

B.2 – Directory Search of Occupants

B.3 – Deed from the Date of Construction

Attachment C

Maps

-
- C.1 – City of San Diego 800 Scale
Engineering Map
 - C.2 – Current and Historical USGS Maps
 - C.3 – Original Subdivision Map
 - C.4 – Sanborn Maps
 - 1886/1887
 - 1906
 - 1921
 - 1940
 - 1950
 - 1956

Attachment D

Photographs

-
- D.1 – Historical Photographs
 - D.2 – Current Photographs

Attachment E

HRB Criteria

Supplemental Documentation

E.1 – Criterion A

E.2 – Criterion B

E.3 – Criterion C

E.4 – Criterion D

E.5 – Criterion E

E.6 – Criterion F