



Designated Historical Resource Review

City of San Diego
Development Services Department

INFORMATION
BULLETIN

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This Information Bulletin explains the supplemental submittal requirements for Designated Historical Resource Review, which include all properties designated by the Historical Resources Board as individually significant, properties located within the boundaries of adopted historical districts, and those properties determined eligible for or listed in the California or National Registers. If there is a historical resource present on any parcel affected by your project, the project is subject to this review prior to any alterations to the property, even those alterations that would normally not require a permit.

If your project includes work that affects a parcel with a structure 45 years old or older that is not historically designated or located within an adopted historic district, you should refer to Information Bulletin 580, "Potential Historical Resource Review."

I. REVIEW PROCESS

The purpose of the Designated Historical Resource Review is to assess consistency of the project with the Secretary of the Interiors Standards for Treatment of Historic Properties (Standards). You can review the Standards at www.nps.gov/history/hps/tps/standguide/.

The review process begins with the submittal of plans directly to the Development Services Department (DSD). After submittal, your plans will be routed to Historical Resources (HR) staff. All modifications and additions to Designated Historical Resources will be evaluated for consistency with the Standards. If your proposal is not consistent with the Standards, you will be directed into a Discretionary review process with DSD, see San Diego Municipal Code Chapter 12 Article 6 and Chapter 14 Article 3. DSD staff will determine the level of environmental review necessary. If you would like preliminary advice on your project prior to submitting plans, please see the section on First Contact Assistance in Section III of this bulletin.

Documents referenced in this Information Bulletin

- San Diego Municipal Code, ([SDMC](#))
- [Land Development Manual](#)
- [Information Bulletin 122](#), How to Prepare a Site Plan and Vicinity Map
- [Information Bulletin 513](#), Preliminary Review
- [Information Bulletin 580](#), Potential Historical Resource Review

II. SUPPLEMENTAL SUBMITTAL REQUIREMENTS

If your application is for a No Plan Permit, you must include a site plan in addition to any other documents required by DSD for your project review. The site plan must include a written scope of work, be drawn to scale, and clearly indicate the location, nature and extent of the work proposed. Be sure to clearly distinguish between existing conditions and proposed construction.

Please refer to Information Bulletin 122, "Plot Plan and Vicinity Map" for more information on how to prepare this document.

III. FIRST CONTACT ASSISTANCE

The following options are available to you if you would like to consult with HR staff before submitting your project for review.

- A. You may meet with HR staff about your intentions for changes to your property for up to one-half hour at no charge. This will allow you to discuss the general direction of changes or additions to your existing building. You should bring photographs and sketches of your proposals to review with staff. During the meeting, staff will provide you with verbal comments and general guidance about whether your proposal appears to comply with the Standards. If you would like to arrange for a meeting with Historical Resources staff, please visit the [Development Services website](#). Meeting with staff

Visit our web site at www.sandiego.gov/development-services.

Upon request, this information is available in alternative formats for persons with disabilities.

does not waive the requirement for a review; the project will still be subject to the Designated Historical Resource Review (see Section I of this bulletin). A final determination of consistency with the Standards will be made as part of this review.

- B.** You may seek a Single Discipline Preliminary Review (SDPR) for Historical Resources. HR staff will review the information you provide, and prepare a written response regarding your proposed project's compliance with the Standards. Staff's review will be preliminary and not a final determination. The project will still be subject to the Designated Historical Resource Review (see Section I of this bulletin) once a permit application for the project is submitted to DSD. Please see Bulletin 513, "Preliminary Review" for more information and submittal requirements.

IV. FEES

In addition to other fees charged by DSD for the services of review and permit processing for your project, an hourly fee will be charged for the Designated Historical Resource Review. Please refer to [Information Bulletin 501](#).