

INFORMATION REQUESTS TO THE HISTORICAL RESOURCES BOARD STAFF
First Contact Assistance That Staff Can Provide For Proposed Building Modifications

You may contact the staff of the [Historical Resources Board](#) (HRB) if you have a structure over 45 years of age and you want to modify the structures on your property. There may be historical guidelines that you must follow (or may want to follow) depending upon your situation. The options for seeking guidance from the HRB staff are outlined below.

NOTE: This procedural advice is not applicable to your property or to your project if for some reason your proposal is subject to *discretionary review* as determined by the [Development Services Department](#).

If your site has already been designated as a historical site by the City's Historical Resources Board (HRB) and you want to propose additions or modifications to your structure, your options are:

1. You may call or meet with HRB 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. (Contact information provided at the bottom of this page.) You should bring any 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 U.S. Secretary of the Interior's Standards for Treatment of Historic Properties (Standards) which govern modifications to designated sites.
2. You may seek a Single Discipline Preliminary Review (SDPR) for historical purposes. You can submit plans/sketches, photos, and other information required by Development Services Department's [Bulletin 513](#) along with the required fee to the Project Submittal section on the third floor of the [Development Services Center](#) (1222 First Avenue). The HRB staff will review the information you provide, and prepare a written response regarding your proposed additions or changes' compliance with the Standards based on the level of detail that you submitted. During this process, HRB staff may determine it is appropriate to consult with the HRBs Design Assistance Subcommittee to discuss staff's recommendation.

You will be notified by staff regarding the length of time it will take to prepare a written response to your submittal. You will receive an evaluation in writing indicating that the review of your proposed modifications is based on the information submitted. The response will indicate that the evaluation is a review of a project that has not been formally submitted, so it cannot be considered a completed development application, and future evaluation will be subject to change if the city adopts revised regulations. To the degree that the plans submitted for building permits are consistent with the information submitted and evaluated in the SDPR, HRB staff's formal review of your submitted plans will be simplified and straightforward.

3. You may submit your building permit plans directly to the Project Submittal section on the third floor of the [Development Services Center](#). Your plans will be routed to Land Development Review (LDR) Planning and/or HRB staff for evaluation of your development's compliance with the Standards. Both modifications and additions to designated historical structures will be evaluated. HRB staff may forward your project to the HRBs Design Assistance Subcommittee for evaluation if determined necessary. If your proposal cannot be judged to be in compliance with the Standards, you may then be directed into a discretionary process with the Development Services Department, including environmental review.

If your site has not been designated as a historical site by the City's Historical Resources Board (HRB) but you are interested in preserving the potential historical integrity of your building, and you want to propose additions or modifications to your structure, your options are:

1. You may make an appointment to meet with HRB 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 appropriateness of changes or additions to your existing building if you are interested in preserving a future possible determination of historicity. You should bring any sketches of your proposal to review with staff. Staff will discuss historical issues with you but will not make a determination during this meeting about whether the site should be considered for historical designation. During the meeting, staff will provide you with verbal comments about whether proposed additions or modifications appear to comply with the U.S. Secretary of the Interior's Standards for Treatment of Historic Properties (Standards) which govern modifications to designated historical sites. Staff may also be able to indicate to you whether your building appears, from photographs provided, to retain architectural integrity. Staff may also advise you to apply for historical designation, and explain the [benefits](#) of doing so.
2. You may seek a Single Discipline Preliminary Review (SDPR) for historical purposes. You can submit plans/sketches, photos, and other information required by Development Services Department's [Bulletin 513](#) along with the required fee to the Project Submittal section on the third floor of the Development Services Center. The HRB staff will review the information you provide, and prepare a written response regarding your proposed additions or changes' compliance with the Standards based on the level of detail that you submitted, even though your property is not historically designated.

By receiving information confirming the modifications' or additions' compliance with the Standards [however, only to level of detail that you submitted], you may be able to modify your structure without going through a designation process with the HRB. You can also preserve a future opportunity to be considered for historical designation and accompanying receipt of the [Mills Act](#) property tax relief.

You will be notified by staff regarding how long it will take to prepare a written response to your submittal. You will receive an evaluation in writing indicating that it is based only on your submitted information. The response will indicate that the evaluation is a review of a project that has not been formally submitted, so it cannot be considered a completed development application, and future evaluation will be subject to change if the city adopts revised regulations. You should bring this SDPR analysis to demonstrate compliance with the Standards when you submit for your building permits. This may simplify your ministerial plan review process.

3. You may submit your building permit plans directly to the Project Submittal section on the third floor of the [Development Services Center](#). Based on information you have submitted according to the [Parcel Information Checklist](#), you may be "cleared" of any further requirement for historical analysis, and you may be allowed to proceed directly with your building plans. Alternatively, you may be asked to prepare a Site Specific Historical Survey which would be reviewed by HRB staff along with staff in the Development Services Department. At that point, you may be directed to the HRB for a historical resources designation determination.

If you have any questions about the information presented here, you may either send an email inquiry to HistoricalResources@sandiego.gov or call the Historical Resources Hotline at 619-235-5224.