
City of San Diego Historical Resources Board



Historical Resource Technical Report Guidelines and Requirements

Land Development Manual
Historical Resources Guidelines
Appendix E, Part 1.2
February 2009
Revised May 2009



Revisions to the Historical Resource Technical Report Guidelines and Requirements

May 2009

Page 1 – Clarification regarding qualifications of lead author; Author must meet Secretary of the Interior’s Professional Qualifications in History or Architectural History

Page 2 – Records search is not required

Page 2 – Resources to be evaluated will be located within defined APE

Page 3 – Clarification regarding the requirement of an impacts assessment

Page 4 – Discussion in archival research regarding consultation with interested parties is to include consultation conducted by the consultant

Page 4 – Description is required for all resources within the APE

Page 6 – Historical USGS Maps are not required

Page 6 – Records Search is not required

Page 6 – DPR form should be a summary of description of resource and evaluation

Page 6 – Lead author must meet Secretary of the Interior’s Professional Qualifications in History or Architectural History

Historical Resource Technical Report

The Historical Resource Technical Report (Report) is used to document, identify, record, and evaluate historical resources such as buildings, structures, objects, districts, and landscape features. This Report format is required for all projects that require a Development Permit and involve a potential historical resource. For Construction Permits (Ministerial projects) and historical resource nominations, refer to Historical Resource Research Report Guidelines and Requirements (Historical Resources Guidelines, Appendix E, Part 1.1). For the documentation of archaeological sites, please refer to the Archaeological Resource Management Report Format (Historical Resources Guidelines, Appendix C).

This Report format differs from the Historical Research Report in several aspects. The lead author must meet the *Secretary of the Interior's Professional Qualifications Standards* (36 CFR Part 61) in history or architectural history. Along with addressing local designation criteria, this Report should also address National Register of Historic Places and California Register of Historical Resources when required for environmental review under the National Environmental Policy Act (NEPA) and the California Environmental Quality (CEQA). In addition, these reports differ in that the Department of Park and Recreation 523 forms will be attached as an appendix to a narrative report. All Reports prepared for the City of San Diego should adhere to the following basic format and content guidelines. You will be required to submit the Report along with digital copies as directed by the Development Project Manager. The following items should be included in the Report:

- Title Page
- Table of Contents
- Executive Summary
- Introduction
 - Report Organization
 - Project Area
 - Project Personnel
- Project Setting
 - Physical Project Setting
 - Project Area and Vicinity
 - Historical Overview
- Methods and Results
 - Archival Research
 - Field Survey
 - Description of Surveyed Resources
- Significance Evaluations
- Findings and Conclusions
 - Impacts Discussion
- Bibliography

- Appendices
 - Appendix A: Building Development Information
 - Appendix B: Ownership and Occupant Information
 - Appendix C: Maps
 - Appendix D: DPR Forms
 - Appendix E: Preparer(s)' Qualifications

Title Page

Include the following information on the title page to identify the project and preparer(s) of the report:

- Name of the study/project (Included PTS/LDR number)
- Address of the project/resources evaluated
- Party to whom report submitted
- Party for whom report was prepared
- Consulting firm preparing report (name, address, phone number)
- Authors (include titles)
- Date (month/year) Report was prepared (at bottom of the page)

Table of Contents

A table of contents is a useful tool and facilitates review of the document because it allows a reviewer to locate information quickly. List the major sections, subsections, appendices, maps, figures, tables, and exhibits of the Report with corresponding page numbers.

Executive Summary

This section briefly summarizes, in one page or less, the intent, methods, and results of the study. It should include:

- A concise description of the proposed project
- Purpose and scope of the investigation (i.e. To evaluate building(s) for the National Register of Historic Places, California Register of Historical Resources, or San Diego Register of Historical Resources). Evaluations for the California Register are required for projects subject to CEQA. Evaluations for the National Register are required for projects subject to Section 106 of the National Historic Preservation Act or NEPA.
- Results of the investigation. Summarize the number of properties evaluated and the findings of the study. Resources to be evaluated will be located within the defined Area of Potential Effect (APE).

- State which resources are/are not considered significant historical resources with respect to CEQA, Section 106, or NEPA depending on the level of environmental review required.
- Summarize the impacts assessment and state the findings of the assessment.

Introduction

The introduction should detail the purpose of the study (relevant Federal, State, and local laws) and briefly explain the project area and resources on the site. A Regional Location Map depicting the location of the resources in a larger context should be included along with a Project Location Map that depicts the resources on a current USGS topographic map. Both maps should include a north arrow and scale. If the project is subject to environmental review (i.e. CEQA, Section 106, or NEPA) this should be explained.

- Report Organization - Summarize the contents of the report and its order.
- Project Area - Provide a brief description of the project area including its location (intersections), neighborhood, community planning area, APN number, parcel size, legal description, and number of buildings/features on the parcel.
- Personnel - Describe the roles and responsibilities of all involved in the project.

Project Setting

The project setting should describe the current environment as well as the historical development of the environment.

- Physical Project Setting – Briefly describe and characterize the current physical setting in which the resources are located.
- Project Area and Vicinity – Describe the historic development of the project area and immediate vicinity. This analysis may be based on a variety of sources including Sanborn Fire Insurance Maps, historic photographs, or relevant secondary sources.
- Historical Overview – The historical overview provides the broad context in which the resources within the project area were evaluated for significance. Focus on the themes directly related to the resources. The historical overview is not intended to provide the definitive history on an area or person, but rather provide an understanding of important themes and how those themes relate to the resources being evaluated.

Methods and Results

The Methods and Results should detail how research and field work were conducted. In addition a detailed description of all resources should be provided.

- Archival Research – Discuss all the sources and methodology used in conducting pre-field, background, and resource-specific research. Note the names and

locations of research facilities. This section should also include a discussion of any consultation (conducted by the consultant) with local historical societies, planning agencies, interested individuals, and interviews with knowledgeable persons.

- **Field Survey** – List the dates the fieldwork was conducted and identify the participants. Describe the methods that were used (i.e., intensive survey; resources were recorded on appropriate DPR forms according to instructions by the California Office of Historic Preservation)
- **Description of Surveyed Resources** – Provide a narrative description of the surveyed resources (from the top down if a building) within the APE and identify character defining features, architectural style, and other important features of the resource. Contemporary and historic photographs should be included as well as any original drawings of the resource. References for the source of any historic documentation should be included. Contemporary photographs should include a photograph of each elevation (north, south, east, and west) and an oblique, be printed in color, and be at least 4” x 6” when printed.

Significance Evaluations

Provide a discussion and analysis of the significance of the building(s) or resource against designation criteria. In addition, resources should be assigned an appropriate California Historical Resource Status Code. Describe each level of designation as appropriate (Federal, State, and Local) and list the corresponding criteria. Provide an analysis of the resource using designation criteria and describe how the resource relates to the historical overview. The significance evaluation should reference specific designation criteria, period of significance, boundary description, character defining-features, and if applicable, non-contributing elements.

For properties that are not eligible for historic designation, explain why the resource is not eligible (no historical associations, lack of integrity, etc.). Tailor the analysis of each resource to show that the building’s history or architecture has been evaluated. Avoid boilerplate language that says the resource does not meet criteria and provide justification for why the resource does not meet designation criteria. A lengthy account of a property’s history and owners without an analysis of significance is not sufficient. In addition, a statement of a neighborhood’s history without an explanation of how a particular property’s history is related is not acceptable. Reports must connect resources to the historical overview and justify how they do not embody significance.

Findings and Conclusions

The Findings and Conclusions should summarize the results of the study (whether or not a resource is a significant historical resource) and provide an impacts discussion. This section should summarize significant (eligible for designation) historical resources in the

project area or APE. In addition, if resources were evaluated and found to not be eligible this should be summarized.

- **Impacts Discussion** – Discuss the impacts of the proposed project on each evaluated resource. Summarize the City’s CEQA Significance Determination Thresholds (Development Services Department, January 2007) and what constitutes a significant impact under CEQA or other relevant environmental laws. If NEPA or Section 106 applies, an impacts discussion should also be provided.
- **Mitigation Measures** – Identify appropriate mitigation measures and for projects subject to CEQA state if the mitigation lowers the impact to below a level of significance.
- **Conclusion** – Summarize the significant resources in the project area (state the eligibility for each level of historic designation analyzed), any associated impacts as a result of the project, and recommended mitigation measures.

Bibliography

The lead author should determine the appropriate citation format. Acceptable formats include the Chicago Manual of Style, American Antiquity, or other standard humanities or scientific styles. All citations made in the document will be included in the form of endnotes, footnotes, and/or a list of references cited.

Appendices

Appendix A: Building Development Information

- County Assessor’s Building Record
- Notice of Completion
- Water/Sewer Connection Records
- Construction Permits (electrical, mechanical, and plumbing permits not required)
- Lot and Block Book Page (Provide a copy of the page from the first year the property was assessed. This information is available in the San Diego County Assessor/Recorders Office, 1600 Pacific Highway, Room 103. This document is only required if the Notice of Completion or Water/Sewer Records were not found.)
- Previous Historical Resource Survey Forms

Appendix B: Ownership and Occupant Information

- Chain of Title (in tabular format)
- City Directory Listing of Occupants and their occupation if listed in the directory (in tabular format)
- Copy of the Deed from Date of Construction

Appendix C: Maps

- City of San Diego 800 Scale Engineering Map (with north arrow and location)
- USGS Map (with north arrow and site location identified)
 - Current USGS Maps
- Original Subdivision Map with site location (not the Assessor's Parcel Map)
- Sanborn Fire Insurance Maps (include all relevant maps; if the area did not have Sanborn Maps for a particular year, indicate the map was not available)

Appendix D: DPR Forms

- Include all relevant DPR 523 inventory forms as an appendix. This includes the Location Map if the site is not located in an urban area with an address. The DPR form should be a summary of the description of the resource and a summary of the evaluation under each criterion for each level (Federal, State, Local) of designation considered. Do not repeat all the text of the narrative report on the DPR form.

Appendix E: Preparer(s) Qualifications

- Briefly summarize the professional qualifications of each person who contributed to the report. Lead author must meet the *Secretary of the Interior's Professional Qualifications Standards* (36 CFR Part 61) in history or architectural history. For consultants include name, classification or job title, qualifying degree(s) and majors and a summary of qualifying experience.