



# City of South San Francisco

*"A safe, attractive and well-maintained City"*

## Historic Resource Modification Process

### ***Is my Structure an Historic Resource or a Potential Historic Resource?***

There are several ways to verify if a structure is an historic resource or potential historic resource. The City of South San Francisco provides a list of designated historic resources online at *[insert website]*.

The list is ongoing and does not encompass all historical resources within the City. As projects are submitted for review, research may reveal that a structure, a natural feature, or a site is an historic resource. Therefore, modifications to any structure, area, or landmark 50 years or older may be required to provide an historic analysis. Determination to be made by the Planning Division, upon submittal of the project and the required information.

### ***Why Should I Care if my Structure is an Historic Resource or a Potential Historic Resource?***

A substantial adverse change (i.e. physical demolition, destruction, relocation, or alteration) in the significance of an historical resource may constitute a significant impact on the environment under California law (Pub. Res. Code §§ 5020-5029.6) and the California Environmental Quality Act (CEQA Guidelines § 15064.5).

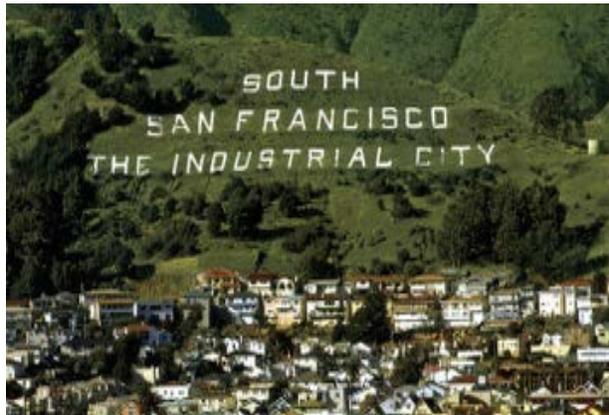
Additionally, Chapter 2.56 of the City's Municipal Code sets forth local standards for maintaining or altering an historic resource. For example, the ordinary maintenance or repair of an historic resource's exterior architectural feature is permitted. However, such maintenance or repair cannot "involve a change in design or material or a substantial change in appearance."

If a proposed change is considered a substantial or material change in appearance, the applicant must apply for a Certificate of Alteration, which must be approved by the Planning Commission. The City may require the extent of proposed modifications be analyzed in an historic architectural review conducted by a licensed historical architect. Such review determines the historical significance of a structure, and to what extent it can be modified without materially impairing the structure's historical significance.

### ***Why are there Historic Resource Requirements?***

By maintaining historic resources, the past and present spirit of California and of South San Francisco are preserved. The South San Francisco City Hall Building and the South San Francisco

Industrial City Sign are two examples of public historic resources that represent significant character in the City.



***How do I Modify an Historic Resource or Potential Historic Resource?***

1. Contact the Planning Division of the City of South San Francisco.
2. Depending on the proposed modification, you may be required to submit the following:
  - a. Application for a Design Review;
  - b. Application for a Certificate of Alteration; and
  - c. Provide an historic architectural review prepared by a licensed historical architect that addresses the proposed modifications.
3. Pay all required fees. The Planning Division will review the project and make a determination for environmental review.
4. Planning staff will also present the project to the following:
  - a. Design Review Board;
  - b. Planning Commission; and
  - c. City Council, if applicable.
5. If the project is approved by the appropriate governing body, the applicant shall be allowed to submit the project to the Building Division.

***Important Reminder!***

Please keep in mind that any structure, natural feature, or a site which is 50 years or older could be an historic resource or be a potential historic resource. Therefore, a project could be required to submit an historic architectural review even if the structure is not listed on the City's list of historical resources. Determination to be made by the Planning Division, upon submittal of the project and the required information.

**If you have any questions, please contact the Planning Division at 650-877-8535 or [planning@ssf.net](mailto:planning@ssf.net)**