

INSTRUCTIONS FOR FILING A Historic District or Conservation Area Nomination Application

INSTRUCTIONS

Please prepare the forms and other required information listed below and return them, by appointment, to the Department of Planning, Building and Code Enforcement. Applications will only be accepted for processing if they are complete.

- 1. Completed Application Forms.** A separate application shall be filed for each proposed historic district or conservation area nomination. The address of each property within the district or conservation area as well as the name and address (if different) of each property owner shall be included in the application. For historic districts each application shall include the signatures of persons who own sixty (60%) percent of the land proposed to be included in the district or by the authorized agents of such owners. For conservation areas each application shall include the signatures of persons who own at least fifty-one (51%) percent of the parcels of land proposed to be included in the area or by the authorized agents of such owners. Original signatures are required.
- 2. County Assessor's Parcel Map.** Provide a copy of the Assessor's Parcel Map (APN) showing the real properties to be included in the proposed historic district or conservation area. Maps shall show all contributing and noncontributing properties and the proposed boundary. A listing of all addresses (noting contributing and noncontributing addresses) within the boundaries of the proposed historic district or conservation area shall accompany the APN map(s). This map can be obtained from the County Assessor's Office at 70 West Hedding Street, 5th Floor, San Jose, CA or from the City of San Jose Planning Division, City Hall, Room 400.
- 3. Description of Proposed Historic District/Conservation Area.** A legible, separate legal metes and bounds description on a 8 1/2" x 11" page(s) covering the area of this application, or lot and tract numbers on a 8 1/2" x 11" page(s) with a copy of the recorded tract map attached, and a plot map delineating the proposed district or conservation area will be due at the time Planning staff determines the application complete. At the time of the application submittal the applicant shall submit evidence, such as a letter of agreement, that the recordable instrument referred to above will be prepared.
- 4. Noticing the Neighborhood.** Refer to the Public Outreach Policy for a full description of the City's public notification procedures. Public Hearing notices will be mailed for designation proposals at least 10 calendar days before the date set for hearing for a project. Notices will be sent to all property owners and residents within 500 feet for Standard Development Proposals and a minimum of 1,000 feet for large or controversial projects as detailed in the Public Outreach Policy.
- 5. Application Requirements for Historic Districts and Conservation Areas.**
 - Other designation.** List any prior or existing listing of the proposed historic district or conservation area or properties within it (i.e. National or California Register listings, San Jose Historic Landmark listing, San Jose Historic Resources Inventory listing) and the date of listing if known. The San Jose Historic Resources Inventory can be accessed online at: <https://www.sanjoseca.gov/your-government/departments/planning-building-code-enforcement/planning-division/historic-preservation/historic-resources-inventory>.
 - Justification for designation under Chapter 13.48, San Jose Municipal Code.** Provide a detailed description of why or how:
 - the proposed historic district meets the definition set forth in Section 13.48.020 and the criteria of Section 13.48.120
 - the proposed conservation area meets the definition set forth in Section 13.48.610 and the criteria of Section 13.48.620 of the San Jose Municipal Code.

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- **Documentation required for proposed Historic Districts.** Provide:
 - State of California Department of Parks and Recreation (DPR) District Record, 523 D form including a detailed description of the proposed historic district, its boundary, significance, and historic context(s) as well as
 - Recordation of each contributing resource in the proposed district on the DPR Primary Record 523A and Building, Structure and Object Record 523B forms.

When recording properties on the 523A and B forms, special attention should be paid to recordation of the particular character defining features of each property that render it contributing to the historic district.

- **Documentation required for proposed Conservation Areas.** Provide:
 - State of California Department of Parks and Recreation (DPR) District Record, 523 D form including a detailed description of the proposed conservation area, its boundary, significance, and historic context(s) as well as
 - Recordation of each contributing resource in the proposed conservation area on a Primary Record 523A form.

In recording properties on the 523A forms, special attention should be paid to recordation of the particular features of each property that render it contributing to the conservation area.

- **Photography for proposed Historic Districts.** Black and white photographs: Provide one set of current black and white, glossy finish photographs of each contributing structure in the proposed district. At least one photograph of the primary façade shall be included, additional photographs of elevations and architectural details of contributing properties are encouraged. Each print shall be labeled in pencil with the address of the property, date the photograph was taken, and the view. Attention should be paid to the lighting and clarity of the photographs, as they provide a permanent record of the resource. Attach the black and white photographs to the nomination in a separate envelop. Do not staple, glue or clip the photographs to the application.
Color digital photographs: One set of current, high resolution (3+ megapixel camera) digital photographs of all contributing properties within

the proposed historic district as well as representative photographs of streetscapes and special features that contribute to the significance of the proposed historic district or conservation area (landscaping, lighting, signage, etc.). For some resources it may be useful to provide additional views, supplementary historical pictures, photographs of details, and photographs of ancillary structures, placed on Continuation Sheets.

- **Photography for proposed Conservation Areas.**
Color digital photographs: One set of current, high resolution (3+ megapixel camera) digital photographs of all contributing properties within the proposed historic district or conservation area as well as representative photographs of streetscapes and special features that contribute to the significance of the proposed conservation area (landscaping, lighting, signage, etc.). For some resources it may be useful to provide additional views, supplementary historical pictures, photographs of details, and photographs of ancillary structures, placed on Continuation Sheets.
- **Prepared By.** Provide the names of person(s) who prepared the historic district or conservation area survey and evaluation, the date of the survey and evaluation and how the preparer(s) meet the professional qualification standards of the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation for history and/or architectural history.
- **Sponsoring Organization.** If there is a sponsoring organization, please provide the name of the organization, a contact person, telephone number, email and mailing addresses.
- **References.** Provide a detailed list of bibliographic references and sources for research that contributed to the nomination of the historic district or conservation area.
- **Resources.** The work products prepared for a proposed historic district or conservation area nomination shall be prepared according to The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, and specifically, The Secretary of the Interior's Standards and Guidelines for Preservation Planning.

In addition, the following publications are important resources for preparing nominations:

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- Historical Overview and Context for the City of San Jose, 1992;
 - Instructions for Recording Historical Resources, Office of Historic Preservation, 1995;
 - National Register Bulletin #24, Guidelines for Local Surveys: A Basis for Preservation Planning;
 - National Register Bulletin #15, How to Apply the National Register Criteria for Evaluation
 - National Register Bulletin #16B, How to Complete the National Register Multiple Property Documentation Form;
 - National Register Bulletin (formerly #21), Defining Boundaries for National Register Properties.
6. **Format.** The applicant shall submit one hard copy of the nomination application as well as a copy of all information in a CD ROM format that is PC based and compatible with Windows 2000 and Microsoft Office 2000 operating systems. The Department of Parks and Recreation forms (523 A, B, D and others) shall be in PDF format and all photographs in JPEG format.
7. **Environmental Review.** Under the provisions of Section 15307 of the State Guidelines for Implementation of the California Environmental Quality Act (CEQA), a historic district or conservation area nomination would be exempt from environmental review in that the project is limited to an action taken by regulatory agency as authorized by state law or local ordinance to assure the maintenance, restoration, or enhancement of a natural resource where the regulatory process involves procedures for protection of the environment.

8. **Fees.** Application fees are required for the Historic District and Conservation Area Nomination Applications. A Public Noticing Fee is applicable (see fee schedule). Checks are made payable to the "City of San Jose".

PROCESSING SCHEDULE

Planning Department:

- Checks the application for completeness.
- Logs in application, assigns a File Number and collects application fees.
- Reviews application with other City departments and obtains any pertinent data.
- Notifies the applicant of any outstanding information or documents needed.
- Environmental review for project is assessed and completed
- Refers the proposal to the Historic Landmarks Commission for recommendation to Planning Commission and City Council
- Refers the proposal to the Planning Commission for recommendation to City Council.
- Prepares project for City Council Hearings which include public hearing notices.

City Council:

- Initiates the designation process and sets hearing dates for the initiation and proposed designation.
- Approves, modify and approve or deny the proposed designation application.



CITY OF SAN JOSE

Planning, Building and Code Enforcement
 200 East Santa Clara Street
 San José, CA 95113-1905
 tel (408) 535-3555 fax (408) 292-6055
 Website: www.sanjoseca.gov/planning

HISTORIC DISTRICT OR CONSERVATION AREA NOMINATION APPLICATION

TO BE COMPLETED BY PLANNING STAFF					
NOMINATION FORM NO.					RECEIPT #: _____ AMOUNT: _____ DATE: _____ BY: _____
QUAD #	ZONING	GENERAL PLAN	COUNCIL DISTRICT		
PROJECT MANAGER		NOMINATION SUBMITTED BY			
HLC NOMINATION DATE	CITY COUNCIL INITIATION DATE		HLC PUBLIC HEARING DATE:		
PC PUBLIC HEARING DATE	CITY COUNCIL PUBLIC HEARING DATE		CITY COUNCIL RESOLUTION NO.		
TO BE COMPLETED BY THE APPLICANT					
This application is for a (<i>check one</i>): <input type="radio"/> Historic District or <input type="radio"/> Conservation Area.					
HISTORIC NAME			COMMON NAME		
STREET ADDRESSES			SITE DESCRIPTION		
ASSESSOR'S PARCEL NUMBER			CONSTRUCTION DATES		
ARCHITECTURAL STYLES			ACREAGE OF PROPOSED HISTORIC DISTRICT OR CONSERVATION AREA:		
ORIGINAL USES:					
PRESENT USES: Residential _____% Commercial _____% Industrial _____%					
Vacant Land _____% Public Parcels _____%					
TOTAL NUMBER OF PARCELS			NUMBER OF PARCELS CONTRIBUTING:		
NUMBER OF PARCELS NONCONTRIBUTING:			PHYSICAL CONDITION:		
CONTACT PERSON					
PRINT NAME OF CONTACT PERSON					
ADDRESS		CITY		STATE	ZIP CODE
SIGNATURE				DATE	
DAYTIME TELEPHONE # ()		FAX TELEPHONE # ()		E-MAIL ADDRESS	

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AFFIDAVIT OF OWNERSHIP

I, _____ hereby understand that by signing this form I am consenting that I have read and understood the requirements for designation of a historic district or conservation area in Title 13. Chapter 13.48 of the San Jose Municipal Code. I further understand that my signature is my consent to have my property included in the proposed historic district or conservation area.

THE UNDERSIGNED HEREBY DECLARE WITH KNOWLEDGE THAT THE CITY SHALL RELY THEREON THAT THE FOLLOWING IS TRUE AND CORRECT:

1. The undersigned are all the owners of all the property described in Exhibit A – Legal Description of Subject Property. In addition, each application that is not an individual (e.g., a corporation or partnership) shall provide an official document of that entity evidencing those persons who are authorized to sign contracts on behalf of and bind that entity.
2. If there are additional property owners, please use the following page to provide the information below.
3. Each property owner signature shall be notarized.

PRINT NAME OF PROPERTY OWNER		DAYTIME TELEPHONE # ()	FAX TELEPHONE # ()
ADDRESS	CITY	STATE	ZIP CODE
NAME OF FIRM, IF APPLICABLE		TITLE OR OTHER OFFICIAL CAPACITY *	
SIGNATURE			DATE

* PLEASE STATE IF YOU ARE A PARTNER, PRESIDENT, VICE-PRESIDENT, ETC.....

TO BE FILLED OUT BY A NOTARY PUBLIC

State of California, County of _____

On _____, before, _____
(date) Name and Title of Officer (e.g. "Jane Doe, Notary Public")

personally appeared _____
Name of Signer(s)

Personally known to me
Proved to me on the basis of satisfactory evidence

To be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Place Notary Seal Above

Signature of Notary Public

According to the San Jose Historic Preservation Ordinance, Chapter 13.48 of the Municipal Code:

- A Historic District is a geographically definable area of urban or rural character, possessing a significant concentration or continuity of sites, buildings, structures or objects unified by past events or aesthetically by plan or physical development.
- A Conservation Area is a geographically definable area of urban or rural character with identifiable attributes embodied by: (1) architecture, urban design, development patterns, setting, or geography; and (2) history.

To be designated as a historic district or conservation area, the area must qualify under the applicable provisions of Chapter 13.48. Rescission of a historic district or conservation area designation is also subject to the provisions of Chapter 13.48. Once designated as a either a historic district or conservation area, the area will be subject to the review and permitting requirements of Chapter 13.48 and the Zoning Ordinance, Title 20 of the San Jose Municipal Code.

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AFFIDAVIT OF OWNERSHIP
Historic District or Conservation Area Nomination
(ONLY FOR ADDITIONAL PROPERTY OWNERS)

THE UNDERSIGNED HEREBY DECLARE THAT ITEM 1 ON PAGE 2 OF THIS APPLICATION IS TRUE AND CORRECT:		
PRINT NAME OF PROPERTY OWNER	DAYTIME TELEPHONE # ()	FAX TELEPHONE # ()
ADDRESS	CITY	STATE ZIP CODE
NAME OF FIRM, IF APPLICABLE	TITLE OR OTHER OFFICIAL CAPACITY *	
SIGNATURE		DATE
* PLEASE STATE IF YOU ARE A PARTNER, PRESIDENT, VICE-PRESIDENT, ETC.....		
PRINT NAME OF PROPERTY OWNER	DAYTIME TELEPHONE # ()	FAX TELEPHONE # ()
ADDRESS	CITY	STATE ZIP CODE
NAME OF FIRM, IF APPLICABLE	TITLE OR OTHER OFFICIAL CAPACITY *	
SIGNATURE		DATE
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