

Review and Consultation Process: Help Us Help You

Application Review Procedures and Considerations at the
California Office of Historic Preservation



Pre-submission Process

General and Specific Consultation



General : Non-binding verbal guidance .

Specific: Verbal guidance on one “make or break” issue. Guidance is determined by the NPS in consultation with OHP

Written guidance is only provided in response to submitted application.

Pre-submission Process

Site Visits

Useful and by request



The Goal

Form 10-169a
Rev. 12/90

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

CHIEF APPROVED
JUL 17 2008

HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART 2 - DESCRIPTION OF REHABILITATION

NPS Office Use Only
NPS Form No. _____

NPS Office Use Only
Project No. OHP

Instructions: Read the instructions carefully before completing the application. No modifications will be made unless a completed application form has been received. Type or print clearly in black ink. If additional space is needed, use continuation sheets or attach blank sheets. A copy of this form may be provided to the Internal Revenue Service. The decision by the National Park Service will require justification to be made on the basis of the description in this application form. In the event of any discrepancy between the application form and photo, supplement any material submitted with it such as architectural plans, drawings, and specifications; the application form shall take precedence.

1. Name of Property: _____
Address of Property: Street _____
City _____ County _____ State (CA) _____ Zip 94714

Listed individually in the National Register of Historic Places; give date of listing: _____
 Located in a Registered Historic District; specify: _____

Has a Part 1 Application (Nominative or Significant) been submitted for this project? Yes
If yes, date Part 1 submitted: _____ Date of certification: _____

2. Data on building and rehabilitation project

Date building constructed: 1928, 1927, 1928, 1929
Type of construction: _____
Type of construction: _____
Use(s) before rehabilitation: _____
Proposed use(s) after rehabilitation: _____
Estimated construction cost: _____
This application covers: _____
Project/contract number: _____
Completion date (est.): August 2007

3. Project contact

Name: _____
Street: _____
City: _____
State: _____ Zip: _____ Daytime Telephone Number: _____

4. Owner

I hereby attest that the information I have provided is, to the best of my knowledge, correct, and that I own the property described above. I understand that falsification of factual representations in this application is subject to penalties of up to \$10,000 in fines or imprisonment for up to five years pursuant to 18 U.S.C. 1001.

Name: _____ Signature: _____ Date: 7/16/08
Address: _____
Organization: _____
Social Security or Taxpayer Identification Number: _____
Street: _____ City: _____
State: CA Zip: 94714 Daytime Telephone Number: _____

NPS Office Use Only

The National Park Service has received the "Historic Certification Application - Part 2" for the above-named property and has determined:

that the rehabilitation described herein is consistent with the historic character of the property or the district in which it is located and that the project meets the Secretary of the Interior's "Standards for Rehabilitation." This letter is a preliminary determination only, since a final certificate of rehabilitation can be issued only to the owner of a "historic historic structure" after rehabilitation work is completed.

that the rehabilitation or proposed rehabilitation will meet the Secretary of the Interior's "Standards for Rehabilitation" if the attached conditions are met.

that this rehabilitation described herein is not consistent with the historic character of the property or the district in which it is located and that the project does not meet the Secretary of the Interior's "Standards for Rehabilitation." A copy of this form will be provided to the Internal Revenue Service.

Date: _____ National Park Service Authorized Signature: _____ National Park Service Chief/Telephone No. _____

See Attachments:



Complete applications consistent with the Standards that are immediately approved!

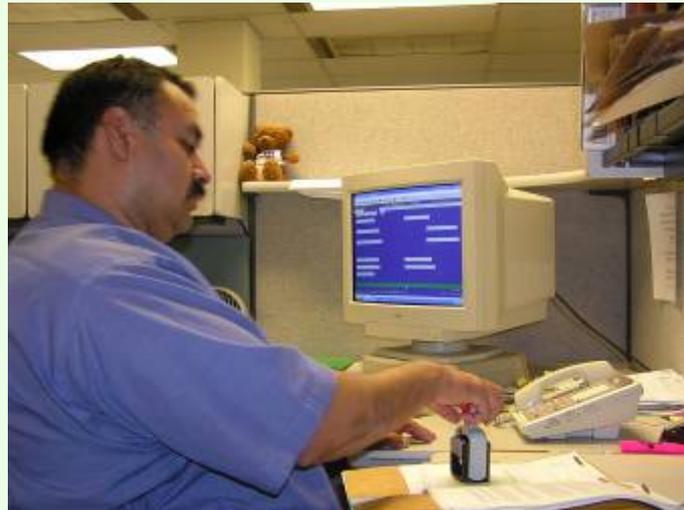
Submission Process

Application Review

SEND C/O Tim Brandt



Incompletes RETURNED



To assignment



NPS copy separated and filed

CALL ARCADIO FOR RECEIVED STATUS:

(916) 653-8911

Review Process

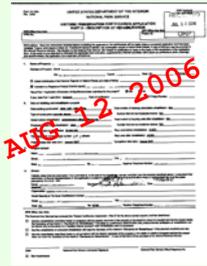
Incentives and Architectural Review Unit



AUG 29 2006



AUG 20 2006



AUG 12 2006



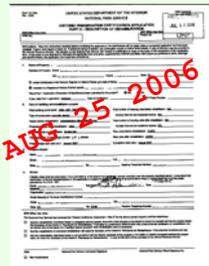
AUG 07 2006



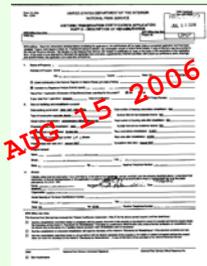
Tim



SEP 03 2006



AUG 25 2006



AUG 15 2006



AUG 09 2006



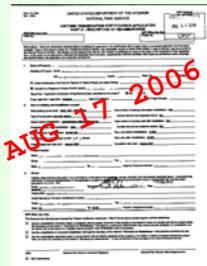
Jeanette



AUG 30 2006



AUG 26 2006



AUG 17 2006



AUG 08 2006



Mark

The project is logged in and is assigned to Tim, Jeanette or Mark for review. Applications are reviewed in the order received.

Review Process

FOR A COMPLETE APPLICATION:

- CONFIRM ALL INFORMATION NEEDED IS PRESENT
- APPLICATION IS CLEAR
- SCOPE OF WORK IS IN CONFORMANCE WITH STANDARDS

Application form with a red stamp reading "SEP 16 2006". The form is a standard application form with various fields and checkboxes.

Application form with a red stamp reading "SEP 15 2006". The form is a standard application form with various fields and checkboxes.

Application form with a red stamp reading "SEP 14 2006". The form is a standard application form with various fields and checkboxes.

Application form with a red stamp reading "SEP 09 2006". The form is a standard application form with various fields and checkboxes.

Application form with a red stamp reading "SEP 03 2006". The form is a standard application form with various fields and checkboxes.



Review Process

SEP 16 2006

SEP 15 2006

SEP 14 2006

SEP 09 2006

SEP 03 2006



Sometimes a phone call is sufficient to answer a question, clarify an implied scope, or make a verbal request for additional information. This does not necessarily remove the application from the order received if the issue can be answered quickly.

Review Process

REQUEST FOR INFORMATION (RFI)

Sent to both owner and contact

The Contact should be the person who can act directly on the response to avoid delays.

An RFI removes the project from the queue.



Owner



Contact



Owner



Contact

Review Process

Response to RFI received:

C/O Tim Brandt



continuation

OCT 04 2006



continuation

OCT 04 2006

NPS copy

The response to the RFI is received as a continuation, using the NPS continuation/amendment sheet. It is reviewed to make sure there are two copies, date stamped and given to the reviewer.. The 30 day statutory time limit can begin. The application is reviewed it in the order it was received.

Review Process

Application and recommendation is forwarded to the NPS and copied to the owner and contact



NPS



Owner



Contact



File



Owner



Contact

Requests For Information

Requested for Two Reasons:

Clarifications

and/or

Potential non-compliance with Standards

Clarifications

Complete photo documentation of proposed scope of work

What does this door look like? It is part of the scope of work.



Clarifications

Clearly define and retain character-defining features

CAN A SECOND FLOOR BE ADDED?

CAN A DOOR BE ADDED IN THE FRONT FACADE?



CAN A DROPPED CEILING BE INSTALLED?



Potential Non-Compliance

One of these things is not like the others:

Historic Survey Report

1958 Converted building into family residence, replaced all original interior doors, door frames and thresholds with new ones, removed exterior front entrance double doors, re-framed original opening and replaced with new door, cut and re-framed new opening in north exterior kitchen wall and constructed back entrance stairs and landing, replaced all electrical fixtures, installed new steel kitchen equipment, removed double-hung windows at kitchen sink and installed partition walls to create closets.

1970s Installed new closets.

1998 Repaired front porch.

CHARACTER-DEFINING-SIGNIFICANT FEATURES

EXTERIOR:

HIGHLY SENSITIVE TO ALTERATION

- building form, shape and massing, small, rectangular building
- roof shape and elements, gable roof with end returns, corbelled brick chimneys
- exterior surfaces, horizontal bevel wood siding
- fretwork pattern, 6/8 double-hung wood-frame windows, 3-part Palladian-type windows at east and west elevation with lintured corner and 1/2 side lights, 3-light window
- moldings, simple door and window frames
- doors, 5-panel basement door
- porches, Doric capital on simple columns, tongue-and-groove flooring, exposed ceiling plaster
- foundation elements, rock-faced stone foundation wall

LESS SENSITIVE TO ALTERATION

- rear entrance with door, overhang and half wall at north elevation
- red composition asphalt tiles
- front screen door on south elevation
- back door light fixture at north elevation
- air vents at north elevation

INTERIOR:

HIGHLY SENSITIVE TO ALTERATION:

- original floor plan
- original volume and proportion of rooms
- original ceiling height
- stair, central wood-frame stair with black nevel posts and turned balusters
- moldings, baseboards, simple door and window casings
- interior finishes, plaster walls, hardwood floors, pressed-metal ceilings with raised moldings that run the perimeter of the 1st floor ceiling

List of character-defining features

Application

Form 10-150a
Rev. 12/90

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART 2 - DESCRIPTION OF REHABILITATION

202 Office Use Only
Form No. ORP

APPROVED FOR THE PROPERTY OWNER: _____ DATE: _____

APPROVED FOR THE NATIONAL PARK SERVICE: _____ DATE: JUL 17 2006

1. Name of Property: _____
Address of Property: Street _____, City _____, State _____, Zip _____

Listed individually in the National Register of Historic Places (give date of listing)
 Located in a Registered Historic District (date): _____

Has a Part 1 Application (Description of Significant Changes submitted for the project)? yes no

If yes, file Part 1 submitted: _____ Date of certification: _____ NPS Project Number: _____

2. Data on building and rehabilitation project:

Date building constructed: 2002-2007, 1908-1909 Total number of housing units before rehabilitation: 500
Type of construction: masonry, brick, wood Modern but not an immediate income: 5%
Usable before rehabilitation: rehabilitation, other: others: 20% Total number of housing units after rehabilitation: 500
Proposed units after rehabilitation: 500 Number that are low-income income: 5%
Estimated cost of rehabilitation: \$2,800,000 Total project cost: \$2,800,000
The application covers phases number: 1 of 1 phases Total project cost after rehabilitation: \$2,800,000
Project/Phase report date (MM/DD/YYYY): 1/20/06 Completion date (MM/DD/YYYY): 06/01/07

3. Project contact:
Name: _____
Street: _____
State: _____ Zip: _____ Daytime Telephone Number: _____

4. Owner:
I hereby attest that the information I have provided is, to the best of my knowledge, correct, and that I own the property described above. I understand that falsification of these representations in this application is subject to criminal penalties of up to \$10,000 in fines or imprisonment for up to five years pursuant to 16 U.S.C. 3691.

Name: _____ Signature: _____ Date: 7/16/06
Address: _____
Organization: _____
Social Security or Taxpayer Identification Number: _____
Street: _____
State: CA Zip: 92130 Daytime Telephone Number: _____

NPS Office Use Only:
The National Park Service has reviewed the "Thematic Collection Application - Part 2" for the above-named property and has determined:
 that the rehabilitation described herein is consistent with the levels of intervention of the district in which it is located and that the project meets the Secretary of the Interior's Standards for Rehabilitation. This work is a priority rehabilitation project, since a formal schedule of rehabilitation can be made only at the owner's expense after rehabilitation work is completed.
 that the rehabilitation or proposed rehabilitation will meet the Secretary of the Interior's "Standards for Rehabilitation" if the stated conditions are met.
 that the rehabilitation described herein is not consistent with the historic character of the property or the district in which it is located and that the project does not meet the Secretary of the Interior's "Standards for Rehabilitation." A copy of this form will be provided to the relevant National Park Service.

Date: _____ National Park Service Authorized Signature: _____ National Park Service Office/Telephone No: _____
 See instructions

“...all character-defining features will remain...”

Demolition Notes

==== INDICATES REMOVAL OF EXISTING WALL FROM FLOOR TO UNDERSIDE OF DECKING ABOVE.

DEMOLITION KEYNOTES:
NOTE: NOT ALL NOTES LISTED HAVE BEEN USED.

THE FOLLOWING DEMOLITION NOTES ARE INTENDED TO SERVE AS A BASIS TO IDENTIFY EXISTING STRUCTURES AND MATERIALS TO BE REMOVED IN THE PROJECT. IT IS THE CONTRACTOR'S RESPONSIBILITY TO COMPLETE THE BUILDING DEMOLITION AND MAKE READY FOR THE NEW WORK.

1 REMOVE INTERIOR WALLS, FLOOR FINISH, DOORS, DOOR FRAMES, CEILING, CEILING FINISHES, SOFFITS, BUILT-IN FURNITURE, CASEWORK AND COUNTER TOPS, MECHANICAL AND ELECTRICAL EQUIPMENT, FIXTURES, SUPPORTS, FIRE SPRINKLER HEADS, PIPING AND PIPE HANGERS, CAP UTILITIES 24" BELOW GRADE TYPICAL.

2 REMOVE CONCRETE FLOOR.

3 REMOVE CONCRETE LOADING DOCK AND DOCK ACCESSORIES.

4 REMOVE WINDOWS AND WINDOW FRAMES- HISTORIC

4A REMOVE WINDOWS AND WINDOW FRAMES- NON-HISTORIC

5 REMOVE EXISTING DAMAGED GLAZING ONLY.

5A REMOVE EXISTING BARS ON WINDOWS

6 REMOVE DOOR- HISTORIC

6A REMOVE DOOR- NON-HISTORIC

7 REMOVED DOOR AND REFINISHED.

8 EXISTING DOOR TO REMAIN, REFINISH IN PLACE- HISTORIC

8A EXISTING DOOR TO REMAIN- NON-HISTORIC

9 EXISTING STRUCTURAL COLUMN TO REMAIN.

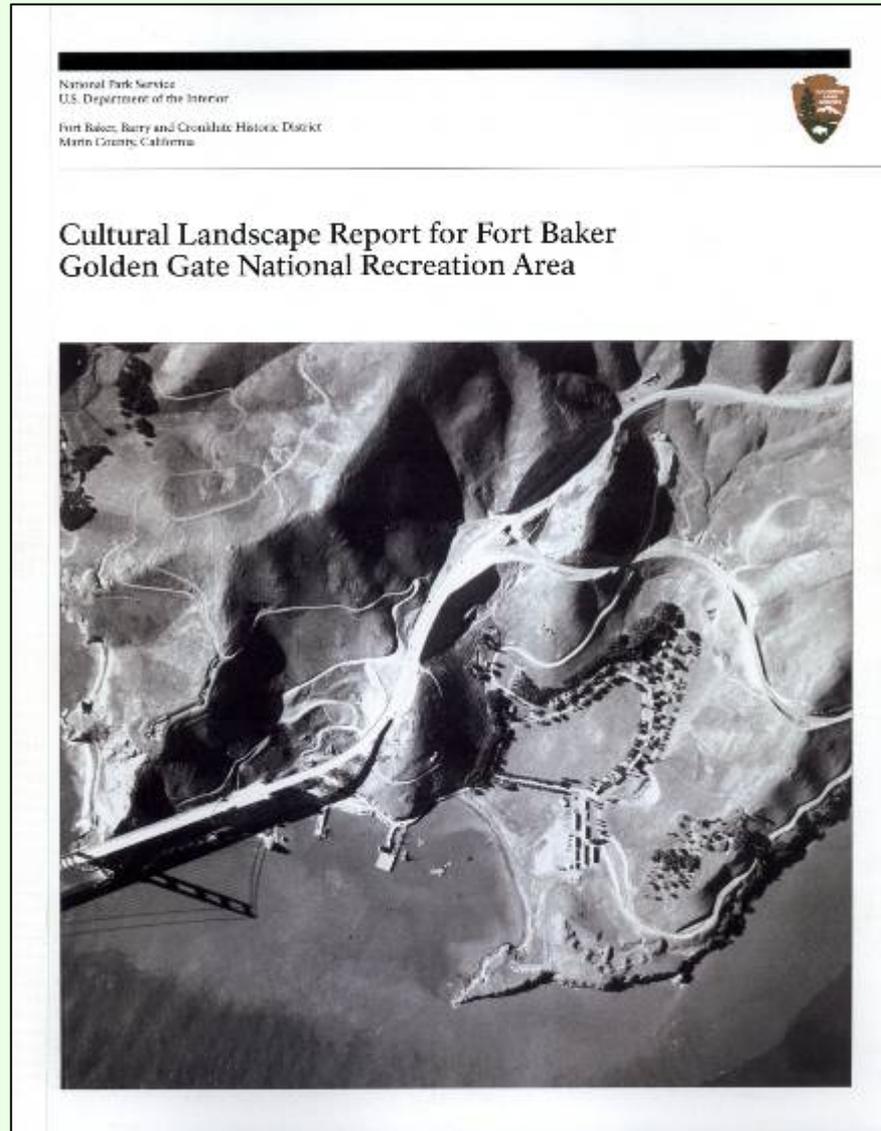
10 REMOVE MASONRY WALL AND FOUNDATIONS.

11 EXTERIOR WALL TO REMAIN, PROVIDE FOR NEW OPENINGS IN WALL

12 EXISTING STAIRS TO REMAIN.

“demo all existing hardware, shelving and partitions”

Potential Non-Compliance



Use available historic surveys and resources when planning a historic rehabilitation for Tax Credit Incentives

Potential Non-Compliance

Conflicts with Standard 1, compatible reuse:



Do these need to be removed?
Perhaps the reuse is inconsistent
with Standard 1.

Potential Non-Compliance



Code compliance is NOT a reason to not meet the Standards. Many states including California provide alternatives to code compliance that still accommodate life safety. OHP and NPS will NEVER ask for codes to be violated for conformance to the Standards

Compatibility Challenges

Existing Use:

Military Office/residence

Characteristics:

- Spare use of signage
- Limited/no ADA Access
- Usually one major entrance
- Divided into traditional office or rooms
- Campus or Industrial nature

New Use:

Commercial/Office/Retail

Requirements:

- Signage visible from street
- Required ADA Access
- One major entrance per office plus 2nd exit
- Flexible office space or open space for retail
- Mall-like nature



In Summary...

- **Check for a complete application that demonstrates compliance with the Standards. Use the NPS checklist provided.**
- **Coordinate the application and drawings with existing research and each other.**
- **Review design approach of project with Standard 1, the master plan and design guidelines.**
- **Confirm that the client understands the reasons for the tax credit incentives and the impact on the final design of the project.**
- **Arrange for site visits when possible.**
- **Provide credit card billing and respond promptly to Requests for Information to ensure a timely decision from OHP and NPS.**
- **When in doubt, always ask.**