

HISTORIC RESOURCES BOARD (HRB) APPLICATION PROCEDURE FOR ALTERATIONS (SINGLE-FAMILY AND DUPLEX PROJECTS)

The Historic Resources Board application procedure is different for single-family and duplex projects than for multi-family and commercial projects.

The term "alterations" refers to proposed changes to historic fabric and also to the construction of new additions.

Single-Family and Duplex Application Procedure

Step 1.

Applicants are strongly encouraged to schedule an Advisory Meeting with the Historic Preservation Planner to discuss the HRB's standards of review (the Secretary of the Interior's Standards for Rehabilitation), and the City's requirements for a complete application. You may also receive advice regarding your proposal. The receptionist in the Planning Division (650.329.2441, and then press zero) can schedule the appointment for you.

Step 2.

Visit the Development Center counter (Monday through Friday - 8:00 am to 4:00 pm except Wednesday - 9:00 am to 4:00 pm) to request:

- **A photocopy of your property from the block book**
 - This will allow you to identify property line dimensions, adjacent sidewalks, public rights-of-way, and easements so that when you prepare your complete application package they can be shown accurately on your plans.
- **The zoning regulations for your property**
 - To prevent later delays in the process, the applicant should review the project against current zoning regulations (Title 18 of the Palo Alto Municipal Code).
- **An application form**

If you find that your project requires a Variance or Home Improvement Exception (HIE), schedule an appointment with a staff planner at the Development Center to discuss the review process and gain advice about your proposal. The receptionist or counter staff can make the appointment for you. You can request the Historic Preservation Planner to participate in this appointment by calling 650.329.2173.

Step 3.

Attend the Advisory Meeting with the Historic Preservation Planner.

Bring:

- Your preliminary plans
- The photocopy of your property from the block book (obtained at the Development Center)
- Photographs of your property

The meeting will focus on the requirements for a complete application, on the consistency of your project with the Secretary's Standards for Rehabilitation, and will explore whether a Variance, Home Improvement Exception, or other special exception may be needed.

Step 4.

Prepare application materials for the HRB. The following is a submittal checklist that lists the items required for a complete application:

- Application form (signed by the property owner)
- Written project description addressed to the Historic Resources Board which provides a detailed description of the proposed exterior changes to the structure
- Plans (10 copies) including:
 - Site Plan (at least 1/8" = 1'0") showing:
 - the property address, north arrow, and scale
 - property lines and easements (dimensions indicated)
 - adjacent sidewalks and public right-of-way between the sidewalk and property line
 - footprint and overhang of all structures
 - tabular data which includes lot area, allowable lot coverage and gross floor area, and existing and proposed lot coverage and gross floor area
 - driveways and parking areas
 - accurate trunk locations and canopy outlines of street trees within 30-feet of the project site, private trees on the site, and trees on neighboring property that overhang the project site, including identification of all "protected trees" (Coast Live Oaks, Valley Oaks, and Coast Redwoods of a certain size). Note: A "Tree Protection and Preservation Plan" will be required for a building permit for any

development activity (including basement excavation) within the "dripline" of a "protected tree," a "designated tree," or a "street tree." Refer to the City's Tree Technical Manual for definitions of these terms. Palo Alto's Tree Program including the Tree Technical Manual is available online

- any other significant existing or proposed features (e.g. outdoor areas, fences, etc).
- Floor Plans (at least 1/4" = 1'0") showing:
 - all exterior and interior walls; and
 - proposed uses for each room (e.g. garage, kitchen, bedroom, closet).
- Elevations (at least 1/4" = 1'0") showing:
 - all elevations, existing and proposed, where the proposed change is visible (even when obscured by fencing, landscaping, etc.);
 - the required daylight planes.
 - **IMPORTANT NOTE:** All of the above drawings should clearly distinguish between areas/walls to be demolished, existing areas/walls to remain, and proposed new areas/walls (dimensioned) to be constructed
- Sections:
 - Sections are not always necessary, but may be required to accurately represent daylight plane protrusions and/or 2nd and 3rd story equivalents. Please be advised that the need for a section could arise during the review process and you may be asked to supply one.
 - Plans are to be stapled and folded into sets. The project address must be visible on the outside of each folded plan set. The maximum plan sheet size is 24" x 36". Reduced plans are encouraged provided they are clear and readable.
- One set of color photographs mounted on 8 ½ x 11" white boards, that show all sides of the historic structure. The elevations shown (front, rear, right side, left side) should be identified.

Step 5.

Make an appointment to submit the complete application package to the Development Center. To make your appointment call the Planning Department receptionist at 650.329.2441 and then press zero. You can also make your appointment in person at the Development Center. All materials for the HRB application must be submitted at the same time, along with the fee for Board review. (Seven of the ten required plan sets will be sent to the HRB members, one to the City Council liaison, and two will be placed into City records.) Staff will notify the applicant within 30 days from the date the application was

submitted whether the application is complete or incomplete, and whether the project complies with the City's zoning regulations. If staff finds the application complete and zoning compliant, the project will be placed on the next available HRB agenda. If the application is incomplete, the applicant will be informed what is still needed. When the application is complete, the Historic Preservation Planner will review the project for consistency with the Secretary's Standards for Rehabilitation, and make a recommendation on the project to the HRB.

Step 6.

Attend the HRB meeting. A representative such as the architect, designer and/or property owner should attend and be prepared to make a short presentation of the proposal and respond to questions from the Board. The presentation must indicate the materials and colors of the project. The HRB meets the first and third Wednesday of each month at 8:00 am. The meetings are held in the Council Chambers (first floor of City Hall), and usually last about two hours, depending on the number of items on the agenda. Members of the public are welcome to attend the HRB meeting, and to speak regarding the project. A copy of the agenda and staff report is mailed to the individual listed as the applicant on the application form on the Friday preceding the meeting.