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

APPROVED!

Complete applications consistent with the Standards that are immediately approved!
Submission Process
Application Review

SEND C/O Tim Brandt

Incompletes RETURNED

NPS copy separated and filed

CALL ARCADIO FOR RECEIVED STATUS:
(916) 653-8911
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
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.
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.
Response to RFI received:

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 in the order it was received.
Review Process

Application and recommendation is forwarded to the NPS and copied to the owner and 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 brick semicircle entry and landing, replaced all electrical fixtures, installed new steel kitchen equipment, removed double-hung windows in kitchen sink and installed partition walls to create closets.

**Character-Defining Significant Features**

- Exterior:
  - Highly sensitive to alteration:
    - Building form, shape and massing; small, rectangular building
    - Cool design and elements; garage roof with cantilevered brick chimneys
    - Smaller floor plans; horizontal board wood siding
    - Granite entry; 4/12 double-hung wood-frame windows; 3-part Palladian-type windows in rear and east elevation with Immel center and 3/2 side lights, 3-light window
    - Foundations:
      - Single-story house and window facades
      - Doors, windows, basement doors, exterior, entry, and interior, in common condition, timber-framed; glazed windows, exposed brick, and wooden floors
      - Foundation elements: A claystone foundation wall
    - Less sensitive to alteration:
      - entrance with door, oversized and tall wall at north elevation
      - Entrance: Center entry-gate and entrance door at south elevation
      - Entrance: Door to entrance at north elevation
      - Entrance: Entry-eave at north elevation

- Interior:
  - Highly sensitive to alteration:
    - Original floor plan
    - Original volumes and proportions of rooms
    - Original ceiling heights
    - Stairs, central wood-frame stairs with black, steel handrails and turned balusters
    - Moldings: woodwork, plate door and window casings
    - Skirting: Oak: plaster walls, hardwood floors, panelized-cabinet ceilings with raised moldings that ran the perimeter of the 1st floor ceiling.

**Application**

- "...all character-defining features will remain..."

**Demolition Notes**

- "demo all existing hardware, shelving and partitions"

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List of character-defining features
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 2\textsuperscript{nd} 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.