



CERTIFICATE OF APPROPRIATENESS APPLICATION

City of Sausalito | Community Development Department
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Sausalito Municipal Code (SMC), Chapter 10.46 (Historic Preservation) establishes property and review requirements for Certificate of Appropriateness (COA) applications. COA applications are reviewed by the Historic Preservation Commission (HPC).

A Certificate of Appropriateness Application must be submitted when a person, owner, or other entity seeks to restore, rehabilitate, alter, develop, construct, demolish, remove, or otherwise change the exterior appearance (including paint color) of:

1. A structure/site officially deemed a historical resource under the California Environmental Quality Act (CEQA).
2. A designated Local, State, and/or National Historic Register property.
3. A property within a Historic Overlay District.

No work or any other City of Sausalito planning/building entitlement action shall occur without the project first having undergone COA review by the HPC, unless otherwise exempted (SMC Section 10.46.060). The City has the authority to levy enforcement penalties for unpermitted work (SMC Section 10.46.080). Ordinary repair and maintenance activities may not be subject to COA review; please consult with City Staff (SMC Section 10.46.060).

BACKGROUND INFORMATION

The Certificate of Appropriateness review/authorization process evaluates whether or not a project may cause a substantial adverse effect on the significance of a historical resource. Substantial adverse effect includes demolition, destruction, relocation, or alteration such that the significance of a historical resource would be impaired. Pursuant to CEQA, a project that demolishes or alters those physical characteristics of a historical resource that convey its historical significance (i.e. character-defining features) can be considered to materially impair the resource's significance. *Central Question: Is the project appropriately designed to not result in a substantial adverse effect to the historical resource?* At a noticed public hearing, the HPC reviews the project under Certificate of Appropriateness Findings and issues a formal advisory recommendation to the decision-making body (e.g. Planning Commission). Certificate of Appropriateness Findings include review under The Secretary of the Interior's *Standards for the Treatment of Historic Properties* (refer to Section 6 of this application form). A project that has been determined to conform to the *Standards* can generally be considered to be a project that will not cause a substantial adverse effect and can be considered Categorically Exempt from further CEQA review.

INSTRUCTIONS

The information in this application is required in order to evaluate whether or not the project will cause a substantial adverse effect on the significance of the historical resource. The COA review/authorization process will begin once staff determines that the submission is complete.

You must provide the following supplemental information along with this application:

- ✓ **Drawings.** Plans and specifications showing the existing/proposed exterior appearance, including detailed drawings.
- ✓ **Materials.** Product details, cut-sheets, and samples of materials to be used, where applicable.
- ✓ **Photographs.** The application must be accompanied by current and/or historic photographs large enough to show the nature of the property and the adjacent properties and area.

- ✓ **Digital Form.** All submitted materials must be provided in PDF format and shall be uploaded to the Planning Division's [OneDrive](#) folder.
- ✓ **Third-Party Consultant Deposit:** The application must be accompanied by an initial third-party consultant deposit of \$5,000. Please note that additional funds may be required depending on consultant hours.
- ✓ **Signed Cost Recovery Agreement:** The application must be accompanied by a signed Cost Recovery Agreement Form. This cost recovery agreement form can be located on the [Planning Forms and Guidelines](#) webpage.

The Certificate of Appropriateness Application shall be prepared by an individual that meets the Professional Qualification Standards as used by the National Park Service, Secretary of the Interior, and as published in the Code of Federal Regulations.

SAMPLE RESEARCH RESOURCES

[CA Historical Resources Information System \(CHRIS\) Historical Resources Consultants List](#)

This list consists of individuals who, based on the information they have provided, meet the minimum qualifications of a professional in the disciplines of Archaeology, Architectural History, Architecture, Historical Architecture, or History, as defined in the Secretary of Interior's Standards (36 CFR 61), and who have requested to be included in the list. It is not a listing of all individuals who qualify as professionals in these disciplines under the Secretary of Interior's Standards and does not constitute an endorsement of any listed individual or consulting firm by the City of Sausalito, Office of Historic Preservation, or CHRIS Information Centers.

[Community Development Department at Sausalito City Hall](#)

Archive files for past and present planning permits and building permits are available at City Hall.

[Sausalito Historical Society at Sausalito City Hall](#)

The Sausalito Historical Society is a local organization whose mission is to collect documents related to Sausalito and provide access to the collection for public and academic research. They offer outreach programs to inspire local interest in Sausalito's history, educate the visiting public, and enrich the community. The Historical Society has a library collection (including digital) with a variety of materials including histories of historic buildings, newspapers, Sanborn Maps, books, photographs and government-related documents.

[Assessor-Recorder-County Clerk Office at County of Marin Civic Center](#)

Used when researching the ownership history of a property, the Assessor-Recorder-County Clerk's Office has original deeds, sales records, and map books that show ownership history, records about owners, room counts, and building construction dates.

[CA Office of Historic Preservation \(OHP\)](#)

The California State Office of Historic Preservation (OHP) is responsible for administering federally and state mandated historic preservation programs to further the identification, evaluation, registration and protection of California's irreplaceable archaeological and historical resources under the direction of the State Historic Preservation Officer (SHPO), a gubernatorial appointee, and the State Historical Resources Commission.

[CA Historical Resources Information System \(CHRIS\)](#)

The California Historical Resources Information System (CHRIS) consists of the California Office of Historic Preservation (OHP), nine Information Centers (ICs), and the State Historical Resources Commission (SHRC). The OHP administers and coordinates the CHRIS and presents proposed CHRIS policies to the SHRC, which approves these policies in public meetings. The CHRIS Inventory includes the State Historic Resources Inventory maintained by the OHP as defined in California Public Resources Code § 5020.1(p), and the larger number of resource records and research reports managed under contract by the nine ICs.

[Sonoma State University Northwest Information Center \(NWIC\)](#)

The Northwest Information Center (NWIC) of the California Historical Resources Information System (CHRIS) is one of nine information centers affiliated with the State of California Office of Historic Preservation (OHP) in Sacramento. NWIC staff regularly assist Historical Resources Consultants undertaking research in history and

archaeology as well as providing information to landowners, scholars, and the general public about archaeology, history, architecture, and historical resources legislation. Inventory access, products and services are provided on a fee-for-service basis.

SECTION 1 – CONTACT INFORMATION

PROPERTY OWNER NAME	
PROPERTY OWNER ADDRESS	
PROPERTY OWNER TELEPHONE	
PROPERTY OWNER EMAIL	
APPLICATION PREPARER NAME (PRIMARY PROJECT CONTACT)	
APPLICATION PREPARER ADDRESS	
APPLICATION PREPARER TELEPHONE	
APPLICATION PREPARER EMAIL	
PROJECT ID NUMBER	

SECTION 2 – PROPERTY INFORMATION

PROJECT STREET ADDRESS	
CROSS STREETS	
ASSESSOR'S PARCEL NUMBER(S) (APN)	
PARCEL SIZE (SQ FT)	
PARCEL DIMENSIONS (FT)	
OTHER ADDRESS / HISTORIC ADDRESS (IF APPLICABLE)	
ORIGINAL CONSTRUCTION DATE	
ARCHITECT AND/OR BUILDER	
IS PROPERTY INCLUDED IN A HISTORIC SURVEY?	☐ YES ☐ NO
SURVEY NAME (IF APPLICABLE)	
IS PROPERTY WITHIN THE DOWNTOWN HISTORIC DISTRICT?	☐ YES ☐ NO

IS PROPERTY DESIGNATED ON A HISTORIC REGISTER	☐ YES ☐ NO
HISTORIC REGISTER DESIGNATION (IF APPLICABLE)	☐ LOCAL ☐ STATE ☐ NATIONAL

SECTION 3 – PROJECT DETAILS

RESIDENTIAL LAND USE	☐ YES ☐ NO
NON-RESIDENTIAL LAND USE	☐ YES ☐ NO
CHANGE OF LAND USE	☐ YES ☐ NO
FAÇADE ALTERATIONS	☐ YES ☐ NO
ADDITIONS	☐ YES ☐ NO
DEMOLITION	☐ YES ☐ NO
NEW CONSTRUCTION	☐ YES ☐ NO
SIGN PERMIT APPLICATION	☐ YES ☐ NO
SIGN PERMIT STATUS	☐ NEW SIGN ☐ MODIFIED SIGN ☐ N/A

SECTION 4 – PROJECT DESCRIPTION

Please provide a detailed narrative that summarizes the project and its purpose.
Submit separate sheet(s), as necessary.

SECTION 5 – CHARACTER-DEFINING FEATURES

Please identify the character-defining features of the historical resource. Character-defining features, including original materials, architectural details, and window/door openings, contribute to the integrity of a structure and should be preserved when feasible. Submit separate sheet(s), as necessary.

SECTION 6 – SECRETARY OF THE INTERIOR’S STANDARDS (SOI STANDARDS)

The Secretary of the Interior's [Standards for the Treatment of Historic Properties](#) are common sense historic preservation principles in non-technical language. They promote historic preservation best practices that will help to protect our nation’s irreplaceable cultural resources.

The [Standards](#) are a series of concepts about maintaining, repairing, and replacing historic materials, as well as designing new additions or making alterations. The [Guidelines](#) offer general design and technical recommendations to assist in applying the *Standards* to a specific property. Together, they provide a framework and guidance for decision-making about work or changes to a historic property. The *Standards* and *Guidelines* can be applied to historic properties of all types, materials, construction, sizes, and use. They include both the exterior and the interior and extend to a property’s landscape features, site, environment, as well as related new construction. The *Standards* offer four distinct approaches to the treatment of historic properties—[Preservation, Rehabilitation, Restoration, and Reconstruction](#) with [Guidelines](#) for each. In reviewing COA applications, the HPC evaluates the proposed project against the SOI *Standards*, amongst other Findings (SMC Section 10.46.060(F)).

SOI STANDARDS TREATMENT APPLIED TO PROJECT DESIGN AND EVALUATION	[] [] [] [] PRESERVATION REHABILITATION (most common treatment—refer to Section 8) RESTORATION RECONSTRUCTION
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SECTION 7 – HISTORIC PRESERVATION PROJECT OVERVIEW

A	Is the property being used as it was historically?	☐ YES ☐ NO ☐ N/A
B	Does the new use have minimal impact on distinctive materials, features, spaces, and spatial relationship?	☐ YES ☐ NO ☐ N/A
C	Is the historic character of the property being maintained due to minimal changes of characteristics in Question B?	☐ YES ☐ NO ☐ N/A
D	Are the design changes creating a false sense of history or historical development, possibly from features or elements inspired from other historical properties?	☐ YES ☐ NO ☐ N/A
E	Are there elements of the property that were not initially significant but have acquired their own historical significance over time?	☐ YES ☐ NO ☐ N/A
F	Are the elements in Question E to be retained and preserved?	☐ YES ☐ NO ☐ N/A
G	Have distinctive materials, features, finishes, and construction techniques or examples of fine craftsmanship that characterize the property been preserved?	☐ YES ☐ NO ☐ N/A
H	Are all deteriorating historic features being repaired per the Secretary of the Interior's <i>Standards</i> ?	☐ YES ☐ NO ☐ N/A
I	Are there historic features that have deteriorated and need to be repaired or replaced?	☐ YES ☐ NO ☐ N/A
J	Do the replacement features match in design, color, texture, and, where possible, materials?	☐ YES ☐ NO ☐ N/A
K	Are any chemical or physical treatments being undertaken on historic materials using the gentlest means possible?	☐ YES ☐ NO ☐ N/A
L	Are all archeological resources being protected and preserved in place?	☐ YES ☐ NO ☐ N/A
M	Do exterior alterations or related new construction preserve historic materials, features, and spatial relationships that are characteristic to the property?	☐ YES ☐ NO ☐ N/A
N	Are exterior alterations differentiated from the old, but still compatible with the historic materials, features, size, scale, proportion, and massing to protect the integrity of the property and its surrounding environment?	☐ YES ☐ NO ☐ N/A
O	If any alterations are removed one day in the future, will the forms and integrity of the historic property and environment be preserved?	☐ YES ☐ NO ☐ N/A

SECTION 8 – FINDINGS OF CONFORMANCE TO SOI STANDARDS FOR REHABILITATION

In reviewing COA applications, the HPC evaluates the proposed project against the SOI *Standards*, amongst other Findings. Below are the SOI [Standards for Rehabilitation](#), the most common, applicable treatment for projects in Sausalito.

Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character. When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment.

- Please describe as to *how* and *why* the project meets the ten SOI *Standards for Rehabilitation*. Submit separate sheet(s), as necessary.
- Do not merely conclude that the project is in compliance with a standard; this will automatically deem your submission as incomplete.
- If a standard does not apply to the project, you must explain why it does not apply.

NO.	SOI REHABILITATION STANDARD	PROJECT CONFORMANCE DESCRIPTION
1	A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.	
2	The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.	
3	Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.	
4	Changes to a property that have acquired historic significance in their own right will be retained and preserved.	

NO.	SOI REHABILITATION STANDARD	PROJECT CONFORMANCE DESCRIPTION
5	Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.	
6	Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.	
7	Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.	
8	Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.	

NO.	SOI REHABILITATION STANDARD	PROJECT CONFORMANCE DESCRIPTION
9	New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.	
10	New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.	

SECTION 9 – FINDINGS OF CONFORMANCE TO SAUSALITO HISTORIC DESIGN GUIDELINES

In 2011, the City of Sausalito adopted [Historic Design Guidelines](#) to provide guidance to property owners, decision-makers, staff, and the public for the preservation of the architectural heritage and integrity of the City's historic resources. Sausalito's *Historic Design Guidelines* identify standards to ensure that changes to the built environment will be sensitive to the community's historical legacy.

In reviewing COA applications, the HPC evaluates the proposed project against Sausalito's *Historic Design Guidelines*. This complements project review against SOI *Standards* and any other applicable state or local ordinances and policies. Submit separate sheet(s), as necessary.

PROJECT CONFORMANCE DESCRIPTION (LIST SAUSALITO <i>HISTORIC DESIGN GUIDELINES</i> SECTIONS AND/OR PAGE NUMBERS CONSULTED)	
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SECTION 10 – ADDITIONAL FINDINGS FOR CERTIFICATE OF APPROPRIATENESS REVIEW

Pursuant to Sausalito Municipal Code Section 10.46.060(F), additional Certificate of Appropriateness Findings apply to projects involving the following:

- Property on the Local Historic Register
- Property in Historic Overlay District
- Sign Permit Application
- Demolition Application

ADDITIONAL COA FINDINGS	☐ APPLY TO PROJECT ☐ DO NOT APPLY TO PROJECT
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PROJECT CONFORMANCE DESCRIPTION (IF APPLICABLE)	
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SECTION 11 – APPLICATION PREPARER AFFIDAVIT AND SITE VISIT CONSENT

Under penalty of perjury, the following declarations are made:

- The facts and information submitted in/with the Certificate of Appropriateness application are true and accurate to the best of my knowledge.
- The undersigned is the owner or authorized agent of the owner of this property.
- I understand that other applications and/or information may be required and that all documents/exhibits submitted are retained for the project's permanent public record.
- I hereby authorize City of Sausalito staff and Historic Preservation Commission members to conduct a site visit of this property, making all portions of the interior and exterior accessible.
- I have provided the required supplemental information identified on page 1 of this application.

PRINTED NAME	
SIGNATURE	
PROFESSIONAL QUALIFICATION	
RELATIONSHIP TO PROJECT	☐ OWNER ☐ AUTHORIZED AGENT