



HISTORICAL RESOURCE DETERMINATION INFORMATION PACKET

City of Sausalito | Community Development Department
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Pursuant to the California Environmental Quality Act (CEQA), public agencies must review the environmental impacts of proposed projects, including impacts to historical resources. This information packet provides supplemental information to assist the Community Development Department (CDD) and the Historic Preservation Commission (HPC) in analyzing whether a property qualifies as a historical resource under CEQA.

When a discretionary permit application is filed that would alter and/or, add to, or result in the demolition of an existing structure that is over fifty (50) years of age, or when an application involves new construction on a previously undeveloped site (concern for cultural landscapes), CDD Staff may require the information outlined in this packet in order to determine whether a property is, or is not, a historical resource under CEQA.

Properties and areas that are formally listed on the Local/State/National Historic Register and/or within a Historic Overlay District and subject to Certificate of Appropriateness review, generally do not require submission of this packet unless required by CDD and/or HPC.

BACKGROUND INFORMATION

What is the purpose of the Historical Resource Determination Information Packet?

The Historical Resource Determination Information Packet provides additional information about a particular property or set of properties that is to be analyzed for historical resource impacts under CEQA. The information requested in this document helps CDD and the HPC determine whether a property is a historical resource under CEQA.

Why is the Historical Resource Determination Information Packet necessary?

CEQA law requires the City of Sausalito (Lead Agency) to analyze a project's impacts to any known or potential historical resource. Before the impact of a project can be analyzed, the City must first determine whether the subject property qualifies as a historical resource. *Central Question: Does the property qualify as a historical resource under CEQA?* [Public Resources Code Section 21084.1 and Title 14, California Code of Regulations, Section 15064.5]

How does the process work?

CEQA requires that environmental review be completed before any other permit approvals. Please note that no city agency can proceed with project review until full CEQA review is completed. The Historical Resource Determination Information Packet is submitted to CDD for preliminary review and decision:

- **If CDD determines the project does not qualify as a historical resource under CEQA:** Decision is forwarded to HPC for final advisory historical resource determination to the decision-making body (e.g. Planning Commission, Community Development Director).
- **If CDD determines the structure or site may qualify as a historical resource under CEQA:** Applicant shall submit a formal historic resource evaluation report. This report will be evaluated by the City's consulting Historic Architect, and the report and the historic architect findings will be forwarded to HPC for final advisory historical resource determination.

If the HPC determines the structure/site is a historical resource, an application for a Certificate of Appropriateness shall be required to evaluate any proposed exterior alterations and their impacts on the historic character of the resource. The Certificate of Appropriateness application shall be reviewed by the HPC who will provide an advisory recommendation to the decision making body (e.g. Planning Commission, Zoning Administrator or Community and Economic Development Director).

INSTRUCTIONS

This packet requests the standard/basic information required in order to evaluate whether a property is a historical resource under CEQA. All available resources must be researched and materials gathered from these sources that are relevant to the subject property must be submitted. The CEQA historical resource analysis will begin once staff determines that the submission is complete.

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

- ✓ **Photocopies.** Copies are required to be submitted of all documentation used to complete this packet, including copies of building permits and drawings, historic maps, and articles.
- ✓ **Photographs.** The application must be accompanied by 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.

It is advised but not required that the Historical Resource Determination Information Packet 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	
PACKET PREPARER NAME (PRIMARY PROJECT CONTACT)	
PACKET PREPARER ADDRESS	
PACKET PREPARER TELEPHONE	
PACKET 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 FORMALLY DESIGNATED AS A HISTORICAL RESOURCE UNDER CEQA?	☐ YES ☐ NO
HISTORICAL DESIGNATION (IF APPLICABLE)	

SECTION 3 – PERMIT HISTORY TABLE

Please list out all building permits issued from the original construction date to present.

If there are additional projects or information about a particular project(s) that is not included in this table, please submit via separate attachment.

DATE	SCOPE OF WORK

SECTION 4 – OWNERSHIP HISTORY TABLE

Please list out all owners of the property from the original construction date to present.

If there are additional owners or information about a particular owner(s) that is not included in this table, please submit via separate attachment.

DATES (FROM – TO)	NAME(S)	OCCUPATION / NOTES

SECTION 5 – OCCUPANT HISTORY TABLE

Please list out all occupants/tenants of the property from the original construction date to present. If there are additional occupants or information about a particular occupant(s) that is not included in this table, please submit via separate attachment.

DATES (FROM – TO)	NAME(S)	OCCUPATION / NOTES

SECTION 6 – PROPERTY / ARCHITECTURE DESCRIPTION

Please provide a detailed narrative describing the existing building and any associated buildings on the property. Describe the architectural style and provide labeled photographs of all portions of the building and site (includes non-publicly-visible portions). Submit separate sheet(s), as necessary.

SECTION 7 – ADJACENT PROPERTIES / NEIGHBORHOOD DESCRIPTION

Please provide a detailed narrative describing the adjacent buildings and the buildings on the subject block and the block directly across the street from the subject property. Describe the architectural style(s) and provide labeled photographs of all properties. Submit separate sheet(s), as necessary.

SECTION 8 – PACKET PREPARER AFFIDAVIT

Under penalty of perjury, the following declarations are made:

- The facts and information submitted in/with the Historical Resource Determination Information Packet 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 have provided the required supplemental information identified on page 2 of this packet.

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