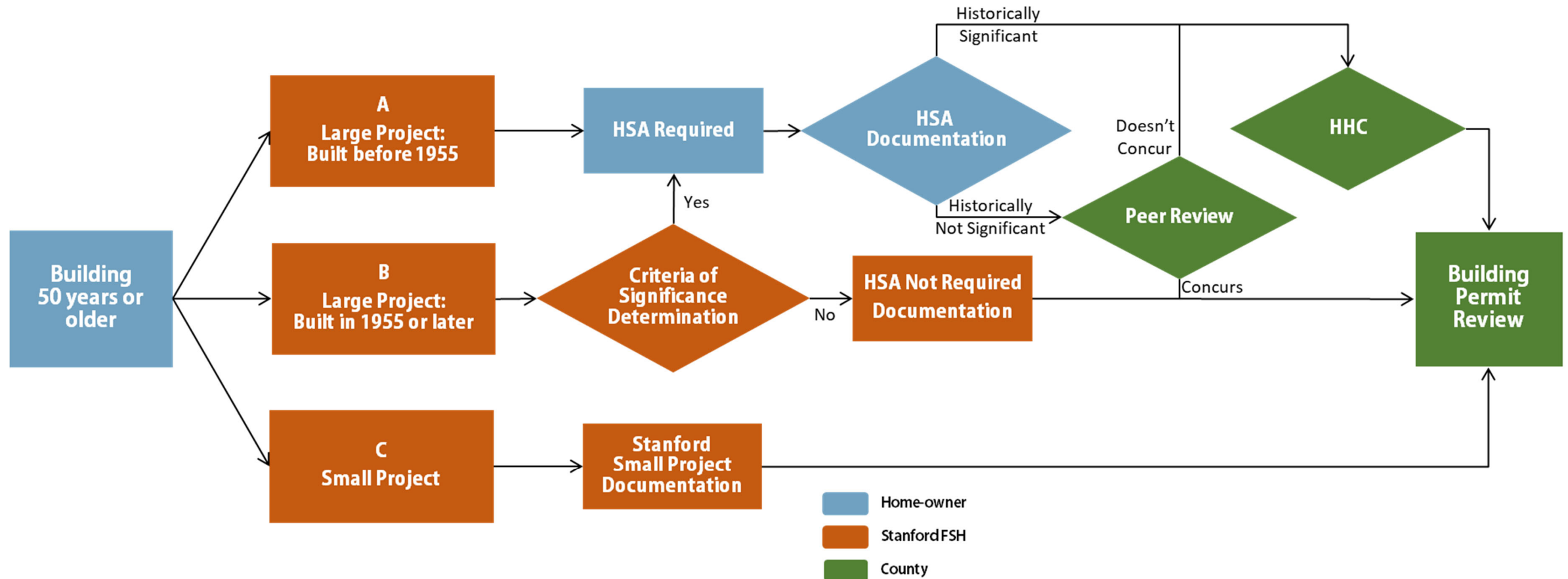


# Permit Process for Potentially Historic Buildings in the Stanford San Juan Residential District



# A.Permit Process for Potentially Historic Buildings (50 years or older) in the Stanford San Juan Residential District

September 26, 2021

To streamline the process, buildings in the District are categorized under three groups based on age - *Buildings built prior to 1955<sup>1</sup>; Buildings 50 years or older built in 1955 or after, and; building not yet 50 years old.* The Historic Significance Assessment (HSA) preparation is for the first two categories. Building Permits for structures within the San Juan Residential District built prior to 1955 (potential historic buildings), which are not determined as a Small Project<sup>2</sup> , will be required to follow the steps outlined below for obtaining a building permit.

### Step 1: Stanford Faculty Staff Housing Office (FSH) Review

Stanford FSH office staff will conduct an assessment to determine, in writing, if a project qualifies or not, as a Small Project. FSH will notify the applicant if an HSA is needed and, as applicable, if an alteration/addition is required to conform with the Secretary of Interior’s (SOI) Standards.

### Step 2: Historic Significance Assessment (HSA) & Secretary of Interior (SOI) Documentation.

If an Historic Significance Assessment (HSA) & Secretary of Interior (SOI) Documentation is required, the Applicant/Agent shall hire an Architectural Historian<sup>3</sup> to:

- A. Prepare a Historic Significance Assessment (HSA) for the residence and;
- B. Review and confirm that the Alteration/Addition design will conform with the Secretary of Interior’s (SOI) Standards if the residence is determined to be historically significant.

The Architectural Historian will complete an HSA to determine if the residence is a historic resource and if it is eligible to be listed on the County’s Heritage Resources Inventory (HRI) list. The HSA report shall be comprehensive and include a recommendation on whether the structure(s) is eligible to be listed on the HRI. If the residence is eligible to be listed on the HRI, the applicant should ensure that the alteration/additions proposed conforms with the SOI standards. ***If the Architectural Historian determines that the residence is not historically significant, a peer review of the HSA, at the applicant’s cost, may be requested prior to submittal of the permit application.***

### Step 3: Permit Application Submittal.

The applicant shall submit the building permit application, the HSA report, and a letter from Stanford FSH Office confirming that the project does not qualify as a small project.

### Step 4: Peer Review of the HSA & SOI Additions/Alterations.

The HSA report & the SOI-based changes submitted will be reviewed by the Department, subject to a peer review by an Architectural Historian hired by the County, at the expense of the applicant. Following this review the Department will determine if:

- A. The residence is historically significant, and the Additions/Alterations conform with the SOI standards. The Application will then be forwarded to the HHC for review. *(to Step 6).*
- B. If the residence is not historically significant, the application will be routed for Building Permit review. *(to Step 5)*

*The requirement of the peer review will be at the discretion of Department Staff.*

### Step 5: Regular Building Process (not historically significant determination)

If the Department determines that the residence is not historically significant, based on the results of the HSA and/or peer review, the application will follow the regular building permit process for the development application submitted.

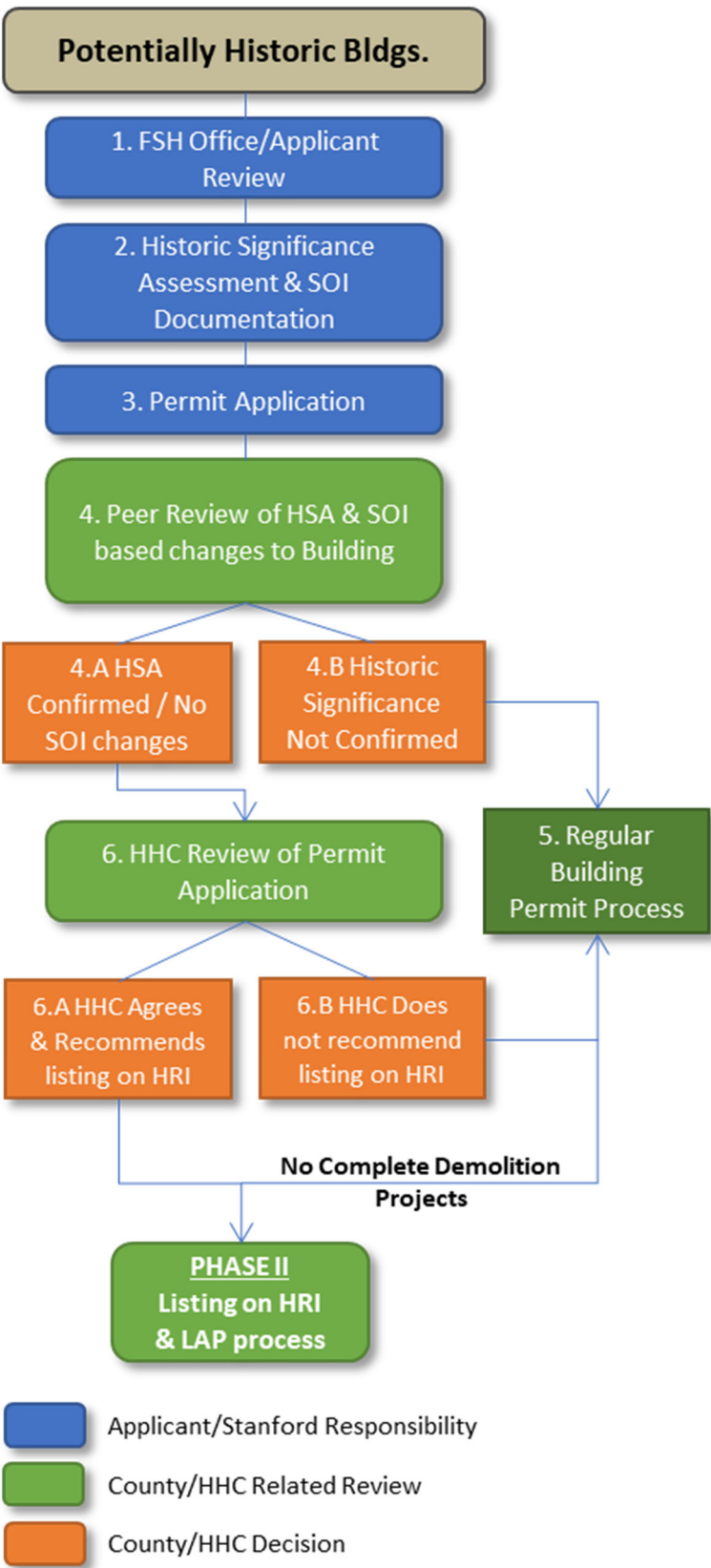
### Step 6: HHC Review of Application (historically significant determination)

If the HSA and/or peer review determines the residence is historically significant, the Department will submit the assessment to the HHC consistent with Conditions O.1 and O.2 of the 2000 GUP. The HHC may -

- A. Determine the residence is historically significant, recommend listing on HRI, and evaluate conformance of the alterations/additions with the SOI standards (Phase II)
- B. Determine the residence is not historically significant, not recommend listing on HRI. If so, the application will be sent for a regular Building Permit Process. *(Step 5)*

### PHASE II: Listing on the HRI and Landmark Alteration Permit (LAP) process

If HHC makes a recommendation to list the residence on the HRI, the Department will initiate the listing process as per the [Historic Preservation Code \(Division C17\)](#). Any projects that include complete demolition will need to apply for a [Landmark Alteration Permit](#) (LAP) once the building is listed, prior to the issuance of a Building Permit. If the application is for a complete demolition of the residence, a site- specific analysis of the impact and any feasible mitigation measures shall be prepared as part of the environmental review of the project.



<sup>1</sup> The San Juan Residential District Historic Survey Report indicated that the Pine Hill I subdivision was established in 1955, therefore homes built after that would not have a collective historical context as highlighted in the Report.

<sup>2</sup> A Small Project is:

- 1) Demolition or removal of non-contributing features, including, but not limited to, non-contributing additions, garages, accessory structures or incompatible, previously replaced windows, doors, or siding material;
- 2) Any undertaking that does not change exterior features, including but not limited to, re-roofing if the roofing material is compatible in appearance, color and profile to the existing or original roofing material;

<sup>3</sup> Replacement of windows and doors if the proposed replacements match the existing or original windows and doors, and;

4) Addition of 500 square feet or less proposed for side or rear elevations. FSH will help homeowners determine if their project would qualify as a Small Project, which will be verified by the County’s Department of Planning & Development.

<sup>3</sup> As defined under the Secretary of Interior’s Guidelines.

# B. Permit Process for Potentially Historic Buildings (50 years or older) in the Stanford San Juan Residential District built in 1955 or later

September 26, 2021

For Homes that are 50 years or older, and built in or after the year 1955, in the San Juan Residential District, an HSA will not be required as a default documentation for a building permit application. However, there is a potential for these homes to be of historic value based on their individual characteristics. In order to ensure that potential historic homes in the San Juan Residential District are reviewed for listing on the County Heritage Resource Inventory, Stanford and/or the homeowner should determine if the home/building may meet one or more of the County’s [Criteria of Significance \(Code Sec. C17-5.C\)](#):

- 1) Associated with events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States;
- 2) Associated with the lives of persons important to local, California or national history;
- 3) Embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of a master or possesses high artistic values; or
- 4) Yielded or has the potential to yield information important to the prehistory or history of the local area, California, or the nation.

If Stanford or the homeowner believes that a home may have one or more of the above characteristics, then the applicant shall prepare an HSA as part of the building permit application if the project does not qualify as a *Small Project*.

# C. Small Project Permit Process for Potentially Historic Buildings (50 years or older) in the Stanford San Juan Residential District

September 26, 2021

Residences 50 years or older in the San Juan Residential District, will follow the steps below for building permit submittal and require a review to determine if they qualify as a Small Project. A Small Project is any of the following:

- 1) Demolition or removal of non-contributing<sup>4</sup> historic features, including, but not limited to, non-contributing additions, garages, accessory structures or incompatible, previously replaced windows, doors, or siding material;
- 2) Any alterations that do not change exterior features, including re-roofing if the roofing material is compatible in appearance, color, and profile to the existing or original roofing material;
- 3) Replacement of windows and doors if the proposed replacements match the existing or original windows and doors, and;
- 4) Addition of 500 square feet or less proposed for side or rear elevations.

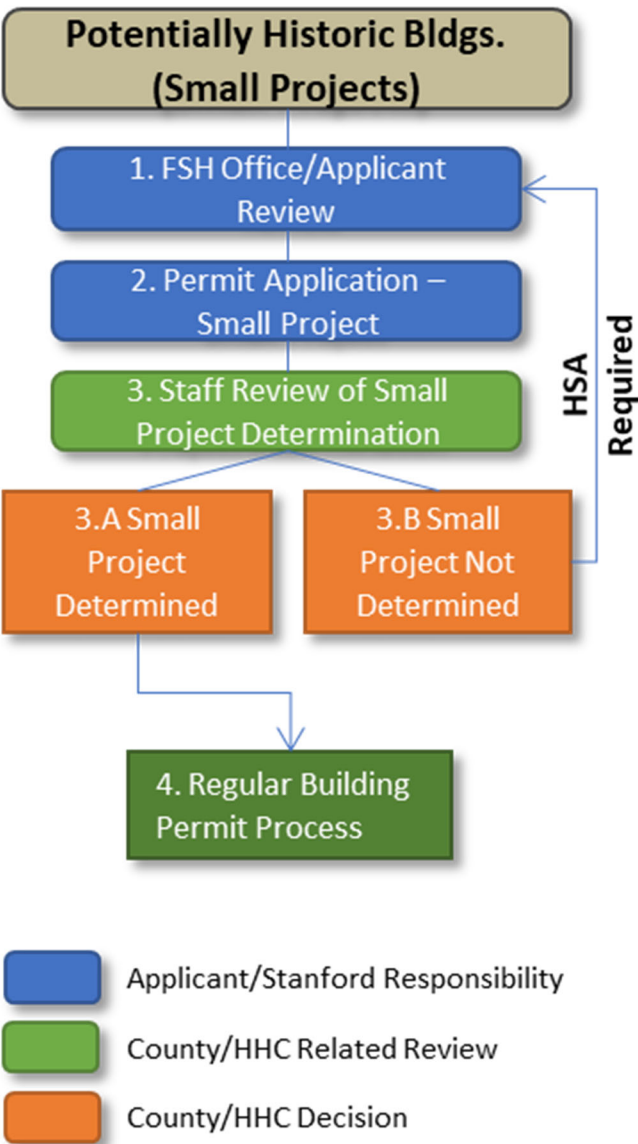
**Step 1: Stanford Faculty Staff Housing Office (FSH) Review**  
The FSH office staff will assess if the proposed project would be classified as a Small Project review and assists the owner in conformance of the project design with the Secretary of Interior’s (SOI) Standards.

**Step 2: Permit Application Submittal.**  
The applicant/agent shall submit a building permit application, a letter from Stanford FSH Office staff that determines the proposed project to be a Small Project, per one of the four small project categories. The letter shall identify what aspects of the project were reviewed for conformance with SOI standards, and list all the recommended design alternations/additions following the SOI Standards.

**Step 3: Staff Review of Small Project Determination.**  
Department staff will review FSH’s letter and submitted plans to verify that the project qualifies as a Small Project. Department staff will determine the following:

- A. The proposed project is a Small Project, and the SOI standards have been followed; then the application will be routed through the regular Building Permit Process; or Department staff may determine that;
- B. The proposed project is not a Small Project, and the applicant/agent and StanfordFSH staff will be notified that the project would require an HSA. *A peer review may be needed at the discretion of County Staff if the SOI standards-based modifications may require an additional review.*

**Step 4: Regular Building Process**  
Once the Small Project determination is confirmed, the application will follow the regular building permit process.



<sup>4</sup> Non-contributing means a feature, addition or building, structure, object or site which does not add to the sense of historical authenticity or evolution of an historic resource or landmark or where the location, design, setting, materials, workmanship, history,

and/or association of the feature, addition or building, structure, object or site has been so altered or deteriorated that the overall integrity of that historic resource or landmark has been irretrievably lost.  
<sup>5</sup> See [County Code Division C-17. Article III](#)

## Permit and Approval Requirements for the San Juan District (September 2021)

Project Type		Property less than 50 years old	Property 50 years old or older	Property on the County Historic Resource Inventory (HRI).	Property Registered as a Local/State/National Landmark
1	Exterior painting	N/A	N/A	N/A	Landmark Alteration Permit <sup>□</sup> (L.A.P.)
2	Landscape modifications	SCC Building Permit (Bldg. Permit)	Bldg. Permit	Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit
3	Interior Alteration (not impacting exterior)*	Bldg. Permit	Bldg. Permit	Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit
4	Construction of new buildings/structures on property**	Bldg. Permit	Bldg. Permit	Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit
5	Re-roofing in-kind (e.g. wood shake for wood shake) <i>(Small Projects)</i>	Bldg. Permit	Stanford Univ. Stamp & Letter (SUS & Ltr.) Bldg. Permit	SUS & Ltr. Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit
6	Re-roofing in alternative materials (e.g. wood shake replaced by composite shingles or metal standing seam roof) <i>(Small Projects)</i>	Bldg. Permit	SUS & Ltr. Bldg. Permit	SUS & Ltr. Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit
7	Siding upgrades in-kind <i>(Small Projects)</i>	Bldg. Permit	SUS & Ltr. Bldg. Permit	SUS & Ltr. Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit
8	Siding upgrades in-alternative materials (e.g. Wood shingles to stucco) <i>(Small Projects)</i>	Bldg. Permit	SUS & Ltr. Bldg. Permit	SUS & Ltr. Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit
9	Window / Door replacements in-kind (e.g., wood with wood, steel with steel, true divided lite with true divided lite) <i>(Small Projects)</i>	Bldg. Permit	SUS & Ltr. Bldg. Permit	SUS & Ltr. Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit
10	Window / Door replacements with alternative materials (e.g., wood with vinyl, steel with wood or vinyl, true divided lite with simulated, snap-on divided lite) <i>(Small Projects)</i>	Bldg. Permit	SUS & Ltr. Bldg. Permit	SUS & Ltr. Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit
11	Utility repair & upgrades <i>(Small Projects)</i>	Bldg. Permit	SUS & Ltr. Bldg. Permit	SUS & Ltr. Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit
12	Demolition/Rebuild Accessory Structures <i>(Small Projects)</i>	Bldg. Permit	SUS & Ltr. Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit
13	Partial demolition with minor exterior addition to side or rear elevations <i>(Small Projects)</i>	Bldg. Permit	SUS & Ltr. Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit
14	Partial demolition for repair (e.g. Extensive dry-rot damage, or Seismic upgrades) with replacement in-kind <i>(Small Projects)</i>	Bldg. Permit	SUS & Ltr. Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit
15	Partial demolition for repair (e.g. Extensive dry-rot damage, or Seismic upgrades) with replacement with alternative materials <i>(Small Projects)</i>	Bldg. Permit	SUS & Ltr. Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit
16	Partial demolition with major exterior addition <i>(Pre 1955 or meets Criteria of Significance)</i>	Bldg. Permit	Historic Assessment (H.S.A.) & S.O.I. documentation Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit
17	Complete demolition <i>(Pre 1955 or meets one or more Criteria of Significance)</i>	Bldg. Permit	Historic Assessment (H.S.A.) & S.O.I. documentation Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit	L.A.P. <sup>□</sup> Bldg. Permit
18	Tree removal (heritage trees)	Tree Removal Permit (T.R.P.)	T.R.P.	T.R.P.	T.R.P.



NOTES:

**For all County Building Permit application reviews, a Stanford Planning Department letter & stamp is needed**

\* A Landmark Alteration Permit for Interior remodel or external landscaping would be required if the interiors of the building/Exterior landscaping are part of heritage preserved by the landmark designation (e.g. a Study where the event of historic value took place)

▫ Applicants may obtain a landmark alteration permit by going through small project review if the proposed alteration or demolition is determined eligible for such review. After the application for small project review is deemed complete by the Department of Planning and Development, the department director or designee shall evaluate the application within ten working days to determine its eligibility for small project review. See: County Code Sec. C17-17. - Small project review.

\*\* All proposed building projects are subject to the GUP.

Definitions

County Historic Resource Inventory	<i>The County of Santa Clara inventory of any evaluated building, structure, object, or site that potentially meets the designation criteria outlined for Landmark Designation in Div. C17, Article II of the County Code of Ordinances; Chapter 3.50 of the Zoning Ordinance (Historic District) or Div. C16 of the County Code (Heritage Trees), or that is listed in a federal or state register.</i>
SCC Building Permit	<i>Pursuant to County Ord. Code, Title C, All building alteration (exterior &amp; interior) and demolition requires a building permit from the County of Santa Clara.</i>
Criteria Of Significance	<i>1. Associated with events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States; 2. Associated with the lives of persons important to local, California or national history; 3. Embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of a master or possesses high artistic values; or 4. Yielded or has the potential to yield information important to the pre-history or history of the local area, California, or the nation.</i>
Landmark Alteration Permit (LAP)	<i>A permit that is required for any alteration or demolition of a historical landmark or; partial/complete demolition of a building/structure on the Historic Resource List. The Landmark Alteration Permit shall be heard at the Historical Heritage Commission (HHC) for a recommendation to the Planning Department pursuant to Div. C17 Article III.</i>
Stanford University Stamp & Letter	<i>Required Stanford Faculty Staff Housing (FSH) Office stamp on plans and letter of approval for <u>all projects</u> prior to applying for SCC Building Permit. For Small Projects the letter should outline how the project conforms with the the Secretary of Interior's (S.O.I) guidelines for buildings 50 years or older. The stamp and letter does not preclude the County from asking for an additional review, if needed.</i>
Historical Significance Assessment (HSA)	<i>An evaluation of properties older than 50 years to assess if property could be eligible for inclusion in the County Historic Resource Inventory as per General Use Permit 2000. Applicant will be required to get a DPR form prepared by an architectural historian as part of the evaluation. If the building is determined to be eligible for listing, County staff will proceed to get it listed promptly. The assessment shall be done once, and will remain valid till any significant change occurs to the heritage value of the building.</i>
Secretary of Interior's Standards (S.O.I.) documentation	<i>For projects not classified as a Small Project. The applicant will have to submit documentation that show how the project confirms with the Secretary of Interior's guidelines.</i>
Heritage Tree	<i>Includes any tree which, because of its history, girth, height, species, or other unique quality, has been recommended for inclusion on the heritage resource inventory by the Historical Heritage Commission and found by the BOS to have special significance to the community, and which has therefore been included in the heritage resource inventory adopted by resolution of the BOS per County Ordinance Code Div. C16</i>
Alteration	<i>Any work, other than demolition or preventative maintenance, affecting the exterior appearance of significant historical or architectural features, or the historic context of a designated landmark, including, but not limited to, exterior changes, siting, landscaping, additions, new construction, grading and relocation.</i>
Small Projects (for Buildings 50 years or older and not on HRI list)	<i>A Small project can be - a) Demolition or removal of non-contributing features; b) Any undertaking that does not change exterior features; c) Replacement of windows &amp; doors if the proposed replacements, and; d) Addition less than 500 square feet proposed for side or rear elevations; These determinations will be confirmed by the County Planning Staff</i>

Links to County Codes

[Historic Preservation Tree Ordinance](#)  
[Stanford 2000 General Use Permit Section O\(2\)](#)

Additional Links

[The Secretary of the Interior’s Standards for the Treatment of Historic Properties DPR 523 Forms](#)