

# HISTORIC PRESERVATION PERMIT ADJUSTMENT APPLICATION

The [Historic Resources Inventory \(HRI\)](#) identifies listed historic properties in the City of San José. Pursuant to San José [Municipal Code 13.48](#):

- If you are proposing minor work to a property that is either a City Historic Landmark or within a City Historic District, please use this form.
- If you already have a Historic Preservation Permit and you are proposing minor modifications to your approved project OR new minor work, please also use this form.

See the [Historic Resources Permits webpage](#) to understand what qualifies as minor work and to understand the difference between a permit adjustment and a permit amendment.

Note that any repair, remodeling, restoration work, incidental construction, or landscape details must not affect the historic significance, use, intensity, general character, architectural style, circulation or other site function of the property.

**FOR QUESTIONS** - Speak with a City Planner at 408-535-3555 during these [phone service hours](#).

Para información en español, comuníquese con un Planificador de la ciudad al **408-793-4100**.

Để được hỗ trợ, nói chuyện với người lập kế hoạch thành phố tại **408-793-4174**.

## INSTRUCTIONS

Be sure to follow the relevant [Design Guidelines](#) for your project.

- » Where guidelines do not apply, please follow [The Secretary of the Interior's Standards for Rehabilitation](#), which are the basic principles to help preserve the distinctive character of a historic building and its site.

## APPLICATION PACKAGE

### FEES

An invoice for application fees will be provided after you submit the required items on the application necessary to provide staff with an accurate calculation of fees. The application is considered rejected until those items required for the application fees are provided and fees are paid pursuant to San José [Municipal Code Section 20.100.120](#). See the [Planning Fee Schedule](#) for fees. Initial fees and payment methods are listed at [www.sanjoseca.gov/PlanningApplications](http://www.sanjoseca.gov/PlanningApplications). Review of your submittal will not begin until initial fees are paid. Full fees must be paid within 14 days of receiving the invoice.

## HOW TO SUBMIT

This application is accepted by appointment only.

**Virtual or In-Person Appointment:** Go to [www.sanjoseca.gov/PlanningAppointments](http://www.sanjoseca.gov/PlanningAppointments) and scroll to the applications table to find the Historic Permit Adjustment Application. Choose either the virtual or in-person scheduling link.

- If virtual, have all documents and photos saved as PDF files and be ready to email these during the appointment.
- If in-person, come to the City Hall Permit Center, first floor, and bring the application package. Please bring two 11"x17" plan sets or be ready to email these during the appointment.

*continued >*

**WHAT TO SUBMIT**

Please include the following in your application package:

- HISTORIC PRESERVATION PERMIT ADJUSTMENT APPLICATION (this form, fully filled out and signed)
- PHOTOGRAPHS - Provide photos of existing building and/or project site. As applicable, provide photos of features of the building that will be altered.
- NARRATIVE - Provide a checklist or explanation of how the proposed project complies with the relevant [Design Guidelines](#) and/or [the Secretary of the Interior's Standards for Rehabilitation](#).
- SITE PLANS - Find an example Site Plan at our [Illustrative Diagrams webpage](#). Draw site plans to scale. Label all sheets as "Site Plan" and date and number each sheet in a block in the lower right corner. Provide the following:
  - Property dimensions, lot lines, existing/proposed driveways, and streets adjoining the subject property.
  - Identify the location of any private or public easements on-site. Easements are identified on the title reports/grant deeds for properties. Public easements can also be researched on site's tract map which may be available on the [County Surveyor Record Index](#).
  - Existing/proposed buildings and structures and any proposed building removal.
  - Dimensions of existing and proposed setbacks.
  - Existing/proposed off-street parking, circulation, loading, and landscape areas.
  - Existing trees to be removed. Identify the show circumference of the tree at 4.5 feet above ground level and distances from existing/proposed structures and from other trees on the site. Identify any replacement trees to be planted on-site, including their size, species, and location. Depending on the tree's size and zoning of the project site, tree removal may require a [Tree Removal Permit](#).
- DRAWINGS - Draw to scale and depict the proposed project with all dimensions. Include as appropriate:
  - Floor Plan
  - Elevations
  - Sign Details
  - Construction Details
- STORMWATER CONTROL PLAN - Required for projects that create, replace or expand impervious surface by 5,000 square feet or more. See the [STORMWATER EVALUATION FORM](#).
- US Department of Housing and Urban Development (HUD) documentation, if the project involves HUD funding.

Please download and save this computer-fillable form to your computer. Follow instructions for [Digital Forms](#).

**1. PROPERTY INFORMATION** FIND APN AT [WWW.SCCASSESSOR.ORG](http://WWW.SCCASSESSOR.ORG):

APN/S USE A COMMA BETWEEN MULTIPLE NUMBERS:

PROJECT ADDRESS/ LOCATION:

**2. PROJECT DESCRIPTION**

2.a. DESCRIBE THE PROPOSED CHANGE:

2.b. DOES OR WILL THE PROJECT INVOLVE HUD FEDERAL FUNDING/ASSISTANCE?  NO  YES  
If **yes**, please provide the information below and include HUD documentation with this application.

TYPE OF FUNDING (CDGB grant, Home Investment Partnership program, Section 108 loan guarantee, etc.)

FUNDING AMOUNT:

STATUS (AWARDED, PENDING, ETC.):

FISCAL YEAR OF AWARD OR APPLICATION:

*continued >*

**3. PROPERTY OWNER INFORMATION** REQUIRED

PROPERTY OWNER:

CONTACT NAME IF PROPERTY OWNER IS AN GROUP/TRUST/CORP RATHER THAN A SINGLE PERSON:

MAILING ADDRESS:

PHONE:

EMAIL:

**4. APPLICANT AND/OR CONTACT PERSON** PLEASE FILL IN "SAME" IF CONTACT INFORMATION IS SAME AS ABOVE

APPLICANT/CONTACT NAME:

MAILING ADDRESS:

PHONE:

EMAIL:

**5. APPLICATION SIGNATURE** REQUIRED

**DECLARATION under penalty of perjury:** I agree to maintain and operate the subject project of this application in full conformance with all requirements and standards specified by San José Municipal Code Title 20.

**SIGNATURE** OF PROPERTY OWNER OR OTHER ALLOWABLE SIGNATORY PER SJMC 20.100.100

DATE [MM/DD/YYYY]

For electronic submittal or virtual appointments, a [Digital ID Signature](#) is required. For in-person appointments, an original ink signature is required. By signing this application, you acknowledge that you are the property owner, the legally authorized agent of the property owner, a qualified tenant, or other signatory as allowed by [San José Municipal Code Section 20.100.110](#).

For signatures by multiple property owners, use the [Affidavit Of Ownership-Multiple Owners Form](#) found at [www.sanjoseca.gov/PlanningApplications](http://www.sanjoseca.gov/PlanningApplications).