



THE CITY OF SAN DIEGO

Historical Resources Board

ACKNOWLEDGING RECEIPT OF INDIVIDUAL SITE DESIGNATION REQUEST

Date/Time Received: _____

Property Address: _____

Applicant/Property Owner:

Consultant:

Name

Name

Address

Address

Phone

Phone

E-mail

E-mail

Thank you for submitting a nomination of an individual site for historical designation under Land Development Code Section 123.0202(a). The City of San Diego supports this nomination process and believes that sites nominated by members of the public strengthen the City's commitment to historical preservation.

You will be notified by the Historical Resources Section when staff is available to review your submittal for completeness and sufficiency. At that time you may receive a request for additional information or clarification of your submittal. As of December 15, 2008 a fee for the nomination of a property for historical designation is required. The fee schedule approved by the San Diego City Council requires \$1,185 for this service. Additionally, the City Council approved periodic increases to this fee as needed to cover administrative costs of the individual site designation work by City staff.

Your signature below, as the applicant for nomination, acknowledges your understanding that the fee is required prior to staff review and analysis of your submittal for historical designation. Your submittal will be added to the current list and will be reviewed in the order received. You will receive correspondence requiring payment of the nomination fee approximately three weeks before payment is due. Failure to pay the required fee will preclude staff from reviewing your submittal and docketing it for a hearing before the Historical Resources Board.

If you have questions about the status of your nomination after it is submitted but before you have been notified by staff regarding the anticipated timeframe for processing the nomination, please email historicalresources@sandiego.gov with your inquiry. Please cite the date of submittal and property address along with your name, phone number, and email address. You may reach the Secretary to the Board, via email: santhony@sandiego.gov or by phone at 619-533-6307, with the same information.

Applicant/Owner: X _____

Date: _____

December 2008

City Planning & Community Investment

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