

**SAN DIEGO COUNTY HISTORIC SITE BOARD**  
**INFORMATION REQUIRED FOR LANDMARKING APPLICATIONS**

**Revised January 17, 2014**

The Historic Site Board was established by the Board of Supervisors by Ordinance 9493 dated 8/14/2002 and Section 396.7 of the County Administrative Code, to landmark significant historic and prehistoric cultural resources in the County of San Diego.

Landmarking requires that the Historic Site Board (HSB) members and staff have adequate detailed information available for the evaluation of your application. You may perform the research and compilation of the information yourself, or you may retain the services of a professional for that purpose. However, even if you choose the latter, your own research will be of assistance and potentially reduce your costs, and increase your appreciation of the resource you own.

The HSB staff is available to answer your questions on the landmarking process. For assistance with the application forms or with the following required information, please contact the HSB Staff Liaison Donna Beddow at (858) 694-3656 or [Donna.Beddow@sdcounty.ca.gov](mailto:Donna.Beddow@sdcounty.ca.gov).

The historic report shall include an Executive Summary, Significance, Bibliography, and appendices, as appropriate. The appendices may include but are not limited to deeds, legal description, chain of title, historic and current photographs, site plans including floor plans and elevations, aerial maps and photographs (1928 aerials), ephemera such as newspaper and magazine articles or advertisements, and permits. Details for each are provided below.

Executive Summary

Provide an overview of the application, including what and where the resource is located, and which criteria for listing the resource is believed to meet (see below). Include a statement identifying which components (structures and landscape and hardscape elements) are to be included in the nomination. For example the listing may include only the residence; or, it may include the residence, detached garage, and gazebo, but not the pool and pool house. Another example would be that the listing would include the house, the landscaping and the rock wall.

Significance

Significance criteria, as defined by the San Diego County Local Register of Historical Resources Ordinance 9493 and Section 396.7 of the County Administrative Code Section (e).(2) include the following:

- V. (b) (1). Is associated with events that have made a significant contribution to the broad patterns of San Diego County's history and cultural heritage. Examples include resources associated with the Battle of San Pasqual, gold mining in the Julian area or the early growth of the San Diego area. These resources would be considered significant because it is associated with an event that has made a significant contribution to the broad patterns of San Diego County's history and cultural heritage.
  
- V. (b) (2). Is associated with the lives of persons important to the history of San Diego County or its communities. Examples include resources associated with the life of George W. Marston, Kate Sessions, John D. Spreckels, Ellen Browning Scripps, Ah Quin, Manuel O. Medina, Jose Manuel Polton (Hatam), Jose Pedro Panto, Manuel Olegario Calac (or Sali), or Tom

Lucas would be considered significant because they are associated with the lives of persons important to the history of San Diego County or its communities.

- V. (b) (3). Embodies the distinctive characteristics of a type, period, San Diego County region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values. Examples include resources representing the work of architects William Templeton Johnson, Irving Gill, Lilian Rice, or Hazel Waterman would be considered significant because they represent the work of an important creative individual; or if a resource is identified as a Queen Anne, Mission Revival, Craftsman, Spanish Colonial, or Western Ranch Style structure, it would be significant because it embodies the distinctive characteristics of an architectural type or period.
- V. (b) (4). Has yielded, or may be likely to yield, information important in prehistory or history. For example, a milling feature associated with the La Jollan prehistoric period, the floor of a prehistoric structure, or an historic stone dam would be significant because it is considered unique and is likely to yield information important to prehistory.

In order to address the above-referenced criteria, we recommend that your report include the following sections and subsections as well as a conclusion as to which of the criteria your resource applies: Note: see Additional Information below for types of resources eligible for nomination

1. Provide an explanation of which one or more of these criteria the property is met by your residence, structure, landscape or archaeological site, and why. Note: Criterion V.(b).(4) almost always applies to archaeological sites, though it may also apply to other types of resources.
2. Historical Context  
Describe how the resource relates to the history and/or prehistory of San Diego County, and what the time period for which it is significant.
3. Biographical Information  
As applicable and as researched, provide information on original owner(s) and occupant(s), architect, landscape architect, builder, subsequent owner(s) and occupant(s)
4. Detailed Description of Resource  
For a structure, describe the structure in detail, including how it has changed over time and its present condition. A series of floor plans may be helpful in this effort. If applicable, also describe the landscaping and how it has evolved. For other types of resources, provide a description, as appropriate.
5. Subsurface Components  
Were there formerly structures or features present portions of which may still exist below the surface? Examples include outhouses (privies) and various other outbuildings.
6. Archaeological Sites  
If the resource is not an archaeological site, is there potential for subsurface resources? If it is an archaeological site, has the site been tested? If so, provide a copy of the survey/testing report. The report must contain detailed description of CEQA and RPO significance.

### Bibliography

Provide citations for references used.

## Appendices

Include in appendices additional applicable information, such as:

1. Copy of most recent deed (Required)
2. Legal description (Legible Copy Required)
3. Chain of title (Required)
4. Historical photographs, including aerial photographs, if available (specifically 1928 aerial photograph) depicting features of the property (Required). The 1928 aerial photographs can be obtained from visiting the County at the Department of Public Works, Cartographics Counter, located on the second floor at 5510 Overland Avenue, San Diego, CA 92123
5. Photographs of the property and the setting as it currently exists, from all four directions (Required)
6. Site plans and/or aerial views showing property lines and the locations of structures and major landscape and hardscape elements (Required). The plans and/or views must include the entire parcel and all elements. The area to be landmarked must be clearly highlighted. In addition to the main residence or structure, other elements that are to include, as applicable:
  - a. Mature landscaping
  - b. Walls
  - c. Driveways
  - d. Pathways
  - e. Outbuildings
  - f. Boulders or rock formations
  - g. Pools
  - h. Additions to the main residence or structure, if known
7. At a minimum, include maps which show the location of the property or which help to represent or understand the significance of the resource. Include a USGS topographic map and a Thomas Guide page map. One source for maps is SanGIS, a joint powers agency of the City of San Diego and the County. See [www.sangis.org](http://www.sangis.org), call (858) 874-7000, or visit their office at 5510 Overland Avenue, Suite 230, San Diego, CA 92123.
8. Copies of significant articles from newspapers, magazines, etc., which help to represent or understand the significance of the resource
9. Copies of permits, notices of completion, etc.

### **Additional Information:**

#### Types of Resources Eligible for Nomination

1. **Building.** A resource, such as a house, barn, church, factory, hotel, or similar structure created principally to shelter or assist in carrying out any form of human activity. "Building" may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.

2. Site. A site is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possessed historical, cultural, or archaeological value regardless of the value of any existing building, structure, or object. A site need not be marked by physical remains if it is the location of a prehistoric or historic event, and if no buildings, structures, or objects marked it at that time. Examples of such sites are trails, designed landscapes, battlefields, habitation sites, Native American ceremonial areas, petroglyphs, and pictographs.
3. Structure. The term “structure” is used to describe a construction made for a functional purpose rather than creating human shelter. Examples of structures include mines, flumes, roads, bridges, and tunnels.
4. Object. The term “object” is used to describe those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed, as opposed to a building or structure. Although it may be moveable by nature or design, an object is associated with a specific setting or environment. Objects should be in a setting appropriate to their significant historic use, role, or character. Objects that are relocated to a museum are not eligible for listing in the Local Register. Examples of objects include but are not limited to fountains, monuments, maritime resources, trains, planes, sculptures, and boundary markers.
5. Historic District. Historic districts are united geographic entities that contain a concentration of buildings, structures, objects, and/or sites united historically, prehistorically, culturally, or architecturally. Historic districts are defined by precise geographic boundaries. Therefore, districts with unusual boundaries require a description of what lies immediately outside the area, in order to define the edge of the district and to explain the exclusion of adjoining areas. The district must meet at least one of the criteria for significance discussed below in Section (b).

Those individual resources contributing to the significance of the historic or archaeological district, but not individually eligible, will also be listed in the Local Register. For this reason, all individual resources located within the boundaries of an historic or archaeological district must be designated as either contributing or as non-contributing to the significance of the district.

### Integrity

Integrity is the authenticity of an historical resource’s physical identity evidenced by the survival of characteristics that existed during the resource’s period of significance. Historical resources eligible for listing in the Local Register must meet one of the criteria of significance described in Section V (b), above, and retain enough of their historic character or appearance to be recognizable as historical resources and to convey the reasons for their significance. Historical resources that have been preserved, rehabilitated, or restored according to the Secretary of Interior’s Standards may also be evaluated for listing.

Integrity is evaluated with regard to the retention of location, design, setting, materials, workmanship, feeling, and association. It must also be judged with reference to the particular criteria under which a resource is proposed for eligibility. Alterations over time to a resource or changes in its use may themselves have historical, cultural, or architectural significance.

**ATTACHMENT TO LANDMARK REQUIREMENTS:**

**Documentation required by Planning & Development Services (PDS)  
for submitting a [Mills Act Application](#) to the County**

**NOTE:**

The Historic Site Board meets quarterly on the 4<sup>th</sup> Monday in January and on the 3<sup>rd</sup> Monday in April, July, and October at 6:30 pm, County Operations Complex, Campus Center Chambers, 5520 Overland Avenue, San Diego, CA 92123.

Mills Act documentation must be submitted to the PDS Zoning Division at least 30 days prior to any meeting in order to be placed on the agenda.