



# Appeal Filing to the Board of Supervisors Historic Preservation Designation (Landmark) Appeal [Planning Code, Section 1004.4](#)

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The disapproval by the Historic Preservation Commission (HPC) of a landmark site or historic district shall be final, except upon the filing of a valid appeal to the Board of Supervisors, pursuant to [Planning Code, Section 1004.4](#). In case of conflict between these paragraphs and the Planning Code, the Planning Code provisions control.

**Who May File An Appeal:**

Any owners of at least 20 percent of the property proposed to be designated; or Governmental body or agency; or Organization with interest in historical preservation.

**Filing Deadline:**

The notice of appeal must be filed within 30 days of the HPC's disapproval.

[Planning Code, Section 1004.4](#)

*NOTE: If the 30th day falls on a Saturday, Sunday or holiday, the appeal may be filed before 5:00 p.m. on the next business day.*

**What to File:**

The following shall be filed with the Clerk of the Board of Supervisors:

(1 original and 2 hard-copies)

- 1) Notice of original signed letter of appeal, addressed to the Clerk of the Board, containing the detailed factual and legal basis for the claim;
- 2) A copy of the HPC's Disapproval;
- 3) Any documentation to be included as evidence to support appeal; and
- 4) \$617 Appeal Fee, payable to the Planning Department.<sup>1</sup>

[Planning Code, Section 350](#)

*NOTE: Any materials will become public records, therefore, if any private information is included, Appellant is responsible for redacting such information prior to submission.*

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<sup>1</sup> Appeal Fee is subject to annual Consumer Price Index adjustment, as determined by the Controller. Contact the Clerk's Office at (415) 554-5184 or [board.of.supervisors@sfgov.org](mailto:board.of.supervisors@sfgov.org) to confirm current Appeal Fee.



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**Where to File:**

Clerk of the Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102

**Hearing Date:**

Upon receipt, the Clerk shall set a time and place for hearing. No timeframes are required for such appeals.

Typically, appeals will be scheduled at a regular meeting of the full Board of Supervisors within 30 days of the appeal filing. The Board of Supervisors shall hold a public hearing on any such proposal appealed to it or initiated by it, after due notice to the owners of the property included in the proposal and any applicant(s), and such other notice as the said Board may deem necessary.

Appeals are scheduled on the last Tuesday within the 30 day period at 3:00 p.m., or at the next regularly-scheduled Board meeting should such timeframes fall within a Board recess. If more than one appeal is scheduled the Clerk of the Board may consolidate and/or schedule the later appeals at a specified time later than 3:00 p.m.

No Committee hearing is held.

**Decision:**

The Board of Supervisors may overrule the HPC and approve, or modify and approve, the designation by a majority vote of all its members.

**Next Steps:**

Once the Appeal is determined ripe and timely, the Clerk will notify the appellant of the date, time, and place for the hearing before the Board of Supervisors.

Additionally, 11 days prior to the hearing, the appellant shall provide the names and addresses of the interested parties to be notified in label format.

Any additional documentation the appellant would like the Board Members to consider must be delivered to the Clerk no later than eight days prior to the hearing.

**Contact:**

Office of the Clerk of the Board  
(415) 554-5184