

**APPENDIX E: SUMMARY OF PROCEDURE FOR INITIATION OF LANDMARK
OR S-7 ZONE DESIGNATION**

Landmarks Preservation Advisory Board
Oakland, California

**SUMMARY OF PROCEDURE FOR LANDMARKS BOARD
INITIATION OF LANDMARK OR S-7 ZONE
DESIGNATION**

September, 1993

NOTE: For complete description of procedure, see Article 4 of the Landmarks Board's Rules of Procedure.

A. IF APPLICANT IS OTHER THAN THE OWNER:

- Step 1. Applicant submits completed "Notice of Intent to Submit an Oakland Landmark and S-7 Preservation Combining Zone Application Form" (Form LPAB-1) to Landmarks Board Secretary. If applicant is Landmarks Board, Notice of Intent is prepared by Secretary or individual Boardmember.
- Step 2. Secretary forwards Notice of Intent to Board for consideration along with preliminary recommendation as to whether the proposal meets the Zoning Regulations' landmark or S-7 designation criteria. For landmark designation proposals, the recommendation is based on and accompanied by a completed draft preliminary Evaluation Sheet (Form LPAB-2) prepared by the Secretary.
- Step 3. Board reviews Notice of Intent, Secretary's recommendation and, if applicable, draft Evaluation Sheet and preliminarily determines whether the property meets (either) the landmark or S-7 designation criteria.
- Step 4. If the property meets the criteria, written comments from the property owner(s) are requested.
- Step 5. Board considers owner's comments and determines whether to proceed with designation.
- Step 6. If Board proceeds with designation, applicant submits completed "Landmark and S-7 Preservation Combining Zone Application Form" (Form LPAB-4) to Secretary. If applicant is Landmarks Board. Application Form is prepared by Secretary or by individual Boardmember.

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- Step 7. Secretary forwards Application Form to Board for consideration along with final recommendation as to whether the proposal meets the landmark or S-7 designation criteria. For landmark designation proposals, the recommendation is based on and accompanied by a completed draft final Evaluation Sheet prepared by the Secretary.
- Step 8. Board makes final determination of landmark or S-7 eligibility. If property is determined eligible, Board considers resolution formally initiating landmark or S-7 designation. If resolution is adopted, proposal is sent to City Planning Commission for public hearing and recommendation to the City Council.

The above process normally requires three Landmarks Board meetings, corresponding with Steps 3, 5 and 8.

- B. IF APPLICANT IS THE OWNER: Process begins with owner's submittal of Application Form to Secretary for forwarding to Board as per Step 7, above. Steps 1-6 are omitted.

AOP 8.02

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ACKNOWLEDGMENTS

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