

# Legacy Business Registry

# Process for Nominees

Legacy Business Registry is authorized by Section 2A.242 of the San Francisco Administrative Code. The registration process includes the nomination by the Mayor or a member of the Board of Supervisors, a written application, an advisory recommendation from the Historical Preservation Commission, and approval of the Small Business Commission.

The purpose of the Legacy Business Registry is to recognize that longstanding, community-serving businesses are valuable cultural assets San Francisco and its rich and unique history.

## **BUSINESS ELIGIBILITY CRITERIA**

A Legacy Business is a business that has been nominated by the Mayor or a member of the Board of Supervisors, and that the Small Business Commission, after a noticed hearing, has determined it is a legacy based on the following criteria:

1. The business has operated in San Francisco for 30 or more years, with no break in San Francisco operations exceeding two years. If the business has operated in San Francisco for more than 20 years but less than 30 years it may still satisfy this criteria if the Small Business Commission finds that the business has significantly contributed to the history or identity of a particular neighborhood or community and, if not included in the Registry, the business would face a significant risk of displacement.
2. The business has contributed to the neighborhood's history and/or the identity of a particular neighborhood or community.
3. The business is committed to maintaining the physical features or traditions that define the business, including craft, culinary, or art forms.

## **THE REGISTRATION PROCESS**

1. The Mayor or a member of the Board of Supervisors submits a letter of nomination to the Office of Small Business (OSB).
2. Upon nomination the Legacy Business Program Manager will contact the Nominee and provide the Nominee with the Application Instructions and Application Cover Sheet.
3. The Nominee submits the completed application to the Office of Small Business along with the non-refundable application fee.
4. Once the application is determined to be completed, the application is routed to the Historic Preservation Commission (HPC) for an advisory recommendation as to whether the business meets the requirements of item number two under the Business Eligibility Criteria.
5. The Historic Preservation Commission has 30 days to provide an advisory recommendation. If the Historic Preservation Commission does not provide an advisory recommendation with 30 days of receipt of the request, it shall be considered a recommendation that meet all the requirements of item #2 of the business eligibility requirements. The HPC staff will inform the Nominee of the Historical Preservation hearing date.
6. After HPC review and comment of the application, a final hearing is scheduled at the Small Business Commission. The Legacy Business Program Manager will inform the Nominee of the hearing date at the Small Business Commission.
7. At a publically noticed hearing, the Nominee will present their application and historical narrative to the Small Business Commission. The SBC will hear public testimony and determine if the business meets the criteria for legacy business registration. The Commission will then vote whether to certify the business for the Legacy Business Registry.
8. Upon approval of the Small Business Commission the nominated business is placed on the San Francisco Legacy Business Registry.