



City of Flagstaff

Community Development Division

211 W. Aspen Ave
Flagstaff, AZ 86001
www.flagstaff.az.gov

P: (928) 213-2969
F: (928) 779-7684



| | | | | | |
|---|--|--|---|--|--------------------|
| Date Received | | Application to Heritage Preservation Commission | | File Number | |
| Property Owner(s) | | Title | Phone | Email | |
| Mailing Address | | | | City, State, Zip | |
| Applicant | | Title | Phone | Email | |
| Mailing Address | | | | City, State, Zip | |
| Property Interest of Applicant(s) (Owner, contractual interest, or agent) | | | | | |
| Site Address | | | | City, State, Zip | |
| Project Name | | | | | |
| Parcel Number(s) | | | Zoning District(s), including Overlays | | |
| Property Information: | | <input type="checkbox"/> Yes <input type="checkbox"/> No Listed on the National Register of Historic Places? (Name: _____) <input type="checkbox"/> Yes <input type="checkbox"/> No Listed on the Arizona Register of Historic Places? (Name: _____) <input type="checkbox"/> Yes <input type="checkbox"/> No Located in an existing City of Flagstaff Historic District? (Name: _____) <input type="checkbox"/> Yes <input type="checkbox"/> No Has the structure every been inventoried or evaluated for the National Register? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the structure over 50 years old at the time of application? <input type="checkbox"/> Yes <input type="checkbox"/> No Was all or a portion of the structure built before World War II as housing? Is the subject property: <input type="checkbox"/> Developed <input type="checkbox"/> Vacant Land? | | | |
| Type of HPC Application Requested: | | <input type="checkbox"/> Historic Overlay District Designation (If new, Name: _____) <input type="checkbox"/> Landmark Overlay District Designation <input type="checkbox"/> Certificate of Appropriateness <input type="checkbox"/> Certificate of No Effect <input type="checkbox"/> Certificate of Economic Hardship <input type="checkbox"/> Cultural Resource Study Review - Please check all that apply: <input type="checkbox"/> Letter Report <input type="checkbox"/> Phase I <input type="checkbox"/> Phase II <input type="checkbox"/> Historic Facades and Signs Grant | | | |
| Note: Applications which are incomplete or not accompanied by the required information will not be accepted. | | | | | |
| Property Owner Signature: | | Date: | Applicant Signature: | | Date: |
| For City Use | | | | | |
| Date Filed: _____ | | | HPC Hearing Date: _____ | | |
| Fee Receipt #: _____ | | | Amount: _____ | | Date: _____ |
| Action by HPC: | | <input type="checkbox"/> Consent Approval by HPO | | <input type="checkbox"/> Denied | |
| | | <input type="checkbox"/> Approved | | <input type="checkbox"/> Continued | |
| | | <input type="checkbox"/> Approved with Conditions | | Staff Initial: _____ Date: _____ | |

Submittal Requirements

An application to the Heritage Preservation Commission and Historic Preservation Officer shall contain at least the following information:

1. Completed Application including all signatures and payment of fees.
2. An electronic copy and two copies of drawings or documents as needed to describe the proposal, which may include Cultural Resource Studies, a Site Plan, Floor Plans, Exterior Elevations, Building Sections, Exterior Details, Lighting Plan, and a Landscape Plan. All drawings shall be drawn to scale and dimensioned, and shall clearly and accurately represent the natural and built conditions of the context area and the project, including both existing conditions and proposed work.
3. Photographs of the context, including the property, surrounding properties, and the neighborhood.
4. A Color Board depicting all exterior materials and finishes associated with the work (if requested).
5. Proof of ownership, or letter of authorization from the current property owner, if the applicant and owner are not the same.
6. Statement of approval from a subdivision or property owners association, if applicable.
7. Filing fee.
8. Any other information which the applicant feels would be helpful and/or pertinent to the request.
9. Any other information as may be required by the Historic Preservation Officer or Heritage Preservation Commission to assist in the review of the requested application.

Timing of Submission and Completeness Review

The Heritage Preservation Commission meets to review applications monthly on the third Wednesday of the month. If you are submitting an application for review of a Certificate of Appropriateness, a Certificate of Economic Hardship, a Phase I Cultural Resource Study or a Phase 2 Cultural Resource Study, the Community Development counter must receive your application by the submittal deadline posted to the Heritage Preservation program website.

In order for your item to be agendized, the Heritage Preservation Officer (HPO), Mark Reavis, must deem the application complete and the information in it correct within 5 working days. The HPO will contact applicants for additional information as necessary.

Please also note that per the Flagstaff Zoning Code, the Heritage Preservation Officer may refer any application, including Letter Reports and Certificates of No Effect to the HPC for any reason. If the Heritage Preservation Officer refers the application, you will not need to resubmit, but additional materials may be requested.

Applications pertaining to Certificates for properties with the Townsite Overlay Zone must also be properly noticed 15 days prior to the public hearing in accordance with *Section J of the Townsite Historic Design Review Overlay District Design Standards and Guidelines*.

We encourage you to reach out to the Heritage Preservation Officer, Mark Reavis, early in designing your projects so that he may assist you and your clients. HPO contact information: Phone: (928) 213-2633; Email: Mark.Reavis@flagstaffaz.gov



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Summary Statement of Significance:

National Register of Historic Places documentation or a Cultural Resource Study can be submitted in lieu of completing this page to demonstrate significance (Attach additional pages as necessary).

The significance of a resource is generally based on its potential to contribute to our understanding of the past. An object, structure, site, place, or area is significant if:

- a. It is associated with events or persons in the architectural, engineering, archeological, scientific, technological, economic, agricultural, educational, social, political, military, or cultural annals of the City of Flagstaff, the State of Arizona, or the United States of America.
- b. It embodies distinctive characteristics of type, period, region, artistic values, or methods of construction, including being the oldest of its type or the best example of its type, or, if it represents the work of, or for, an important individual.
- c. A resource is generally not significant if it is less than fifty (50) years old, or, if the features, materials, patterns, and relationships that establish its significance are no longer present or no longer have integrity. The integrity of a resource is judged by how evident the general character of the significant period is, the degree to which the characteristics that define its significance are present, and the degree to which incompatible elements are reversible.

Original Construction Date:

Describe Major Alterations (Include dates and changes of use):

Describe the Significance of the Resource (In terms of a. or b., and c., above):

Source(s) of Information Used:



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Describe the Level of Integrity of the Resource (Existing and proposed):
