



City of Flagstaff

Community Development Division

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

P: (928) 213-2618
 F: (928) 779-7684

HPC-G

Date Received	Application to Heritage Preservation for a Historic Signs and Facades Grant			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 individually on the National or Arizona Register of Historic Places? (Name: _____)		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Located in a National Register Historic District? (Name: _____)		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is a structure on the property considered contributing to the District?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Located in a City of Flagstaff Landmark Overlay? (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?		
Note: Applications which are incomplete or not accompanied by the required information will not be accepted.				
Property Owner Signature:		Date:	Applicant Signature:	
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. If applying for multiple types of HPC reviews only one fee is collected at the time of the first application for the same work.
2. An electronic copy and one copy 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. Any other information which the applicant feels would be helpful and/or pertinent to the request.
8. 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 a Historic Signs and Facades Grant, 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 added to an agenda, the Heritage Preservation Officer (HPO) 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.

Historic Signs and Facades Grant are provided at the discretion of the Commission based on the criteria in the [grant guidelines](#) posted to the City's website. Grants are administered by the HPO and they are available for consultation through the process. Documentation of completed work and receipts must be provided within one year of approval by the Commission or an extension must be applied for in order to receive reimbursement.

Before submitting for a grant related to a sign, a permanent sign application must be submitted, and comments returned to the owner. If the application pertains to a historic sign that does not conform to current regulations of Permanent Signs (10-50.100) or meet the criteria for a non-conforming sign (10-20.60.110) then the Heritage Preservation Commission must first determine that the sign meets the criteria of an Individual Signs of Historic or Cultural Significance (10-30.30.040.E) and may require the sign be placed in a Landmark Overlay.

We encourage you to reach out early in designing your projects so that the HPO 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 Previous 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:

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