



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-CRS

Date Received		Application to Heritage Preservation for a Cultural Resource Study		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 an existing 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:	Cultural Resource Study Review - Please check all that apply:			
	<input type="checkbox"/> Letter Report (May be reviewed by the Heritage Preservation Officer or the Commission)			
	<input type="checkbox"/> Phase I (Must be reviewed by the Heritage Preservation Commission)			
	<input type="checkbox"/> Phase II (Must be reviewed by the Heritage Preservation Commission)			
	<input type="checkbox"/> Phase III (Must be reviewed by the Heritage Preservation Commission) May require redaction			
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. A Cultural resource study, prepared by professionals qualified in accordance with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (36 CFR 61 Appendix A) as currently amended and annotated by the National Park Service.
3. Photographs of the context, including the property, surrounding properties, and the neighborhood.
4. Proof of ownership, or letter of authorization from the current property owner, if the applicant and owner are not the same.
5. List of content which may be confidential under federal law.
6. Any other information which the applicant feels would be helpful and/or pertinent to the request.
7. 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 Phase I, Phase II, or Phase III 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 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.

Please also note that per the Flagstaff Zoning Code, the Heritage Preservation Officer may refer any application, including Letter Reports to the Commission for any reason. If the Heritage Preservation Officer refers the application, you will not need to resubmit, but additional materials may be requested.

If the Cultural Resource Study being submitted contains information that may be confidential under the National Historic Preservation Act or the Native American Grave Protection and Repatriation Act, please notify the HPO in advance of submitting your application for instructions on redaction(s).

Approval of a Cultural Resource Study does not indicate a final approval of a demolition permit, site plans, building plans, permanent sign permits and other applications that will be required prior to demolition, modification or construction.

If mitigation is approved as part of the study approval, final design of mitigation must meet all the requirements of the Flagstaff Zoning Code or Building Code, unless otherwise stated in Flagstaff City Code, Section 10-30.30 or in the requirements of the overlay zone. The Heritage Preservation Officer or Commission may elect to hold an application until a review by the InterDivision staff is completed and substantive comments have been provided to the applicant, if the mitigation proposed would require additional approvals by planning, building, or other city staff.

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

Description of the need for the Resource Study (i.e, demolition, alteration, grading, etc.)

Insert additional pages if necessary