

HPO Window Permit Review

Window Replacement Permit Review by the HPO (Heritage Preservation Officer) is required for the following: Overlay Zones, National Register Historic Districts or individually “listed” National Register properties. The following applicability is limited to same size for same size window replacement permit reviews for small residential (single family & Duplex) projects with no structural changes with the exception of egress code compliance. (See GIS Map).

All other projects on residential buildings over 50 years old, multifamily or commercial buildings and those involving structural changes for window installations and other major exterior changes and improvements require full compliance with Heritage Preservation Section 10-30.30 and should be have the Heritage Preservation Officer review the Window Permit

Applicability of HP Review on small residential window permits:

Does the HPO review?	Details
Yes	Window Replacement for Overlays: An HPO review and a HPC application and fee for a window replacement permit is required in any overlay zone ¹ and requires a Certificate of No Effect (HPO Review) or Certificate of Appropriateness (HPC Review) or Certificate of Economic Hardship (HPC Review) or a Cultural Resource Study may be applicable.
Yes, if over 50 years old	Window Replacement for Historic Districts: The HPO will be assigned a review for a window replacement permit for any property within a historic district (but not within an overlay) that is 50+ years of age. The HPO will make a determination if the property is contributing to the district or can be made contributing and will require an HPC application and fee. The HPO will advise the applicant/property owner on maintaining the contributing historic status of the property and provide supplemental information. NOTE: Window replacements can be considered as an adverse impact and lead to the delisting of the property as “contributing” resulting in loss of tax relief benefits (state or federal). A requirement of a Cultural Resource Study is not applicable.
Yes	Window Replacements for Individually Listed Historic Properties outside of Overlays and/or Districts: An HPO review and a HPC application and fee for a window replacement permit is required for any Individually listed historic property outside of an Overlay and/or Historic District and requires a Cultural Resource Study may be applicable.
Exempted, unless part of structural changes ² or other major exterior construction	Window Replacements for properties of 50+ years of age not in an Overlay, Historic Districts or Individually Listed: Reviews for window replacement permits will not require a Heritage Preservation review (HPO/HPC) for residential properties (single family and duplex) of 50+ years of age that are not within an overlay zone, National Register District, or individually listed National Register (or local Landmarks) properties unless the window replacement is part of structural changes ³ or other major exterior construction. A Cultural Resource Study is not applicable (see Note - Exceptions).

Exceptions: The basis of an exception within ordinance 10-30.30 are exception 4 & 6 in 10-30.30.050 that “**same for same**” window replacement is reversable (#4) and (#6) where it is reasonable to conclude that a cultural

¹ At this time, Townsite Overlay, Downtown Overlay and Landmark Overlays meet this criteria.

² egress code compliance changes to window size are exempt.

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resource study is not warranted. Exception (#5) can also be applied if a property is Post WWII production housing.

Listing of Required Applicable Areas City of Flagstaff

Overlay Zones:

- Townsite Overlay (TOZ)
- Downtown Overlay (DOZ)
- Museum of Northern Arizona (LOZ)
- *Any future Overlay*

National Register Districts:

- Flagstaff Townsite Historic Residential District
- North End Historic Residential District
- Railroad Addition Historic District
- Southside Historic District.
- Lowell National Historic Landmark District
- Northern Arizona Normal School Historic District (NAU)

Individually “Listed” Historic Properties outside of Overlays & Districts (commercial and residential listed).

- Arizona Lumber & Timber Company Office, 821 Riordan Rd
- H.E. Campbell House, 215 N Leroux
- Coconino County Hospital Complex (Pioneer Museum) Ft Valley Rd
- Dean Eldredge Museum (museum Club Bar) 3404 E Route 66
- Flagstaff Armory (Natural Grocers Store), 503 W Clay Ave
- D.M. Francis House, 1456 Meade Ln.
- House @ 720 Grand Canyon Ave.
- The Ice House, 201 East Birch Ave.
- I.B Koch House, 7 Riordan Rd.
- Milligan House, 323 W Aspen.
- Riordan Estates, 2 Kinluchi Knoll
- Weatherford Hotel, 23 N Leroux St.
- Charles Wilson, Jr. House, 100 Wilson Dr.
- Presbyterian Church Parsonage, 15 E Cherry
- 720 Grand Canyon Ave.

For properties of 50+ years of age undertaking major construction, renovation/remodels, additions, ADUs and full or partial demolition the HPO will be included in permit review for heritage compliance review that may require an HPC application and fee and Cultural Resource Study. 50+ year old properties within the city of Flagstaff will be reviewed for significance and the need for the preparation of a Cultural Resource Study (with the exception of Post WWII production housing -when defined) when major changes are proposed as well as demolition. Heritage reviews for undeveloped land will be evaluated for the need of a Cultural Resource Study.