



APPLICABILITY

The certificate approval process applies only to **exterior work** that requires a building permit for properties listed on the Phoenix Historic Property Register (available at <https://www.phoenix.gov/pdd/historic/historicmaps>). Interior work that does not affect the exterior of the building does not require approval from the Historic Preservation Office (HP). However, in some cases, the Building Official may refer the applicant to HP for this determination.

A **CERTIFICATE OF NO EFFECT (CNE)** may be issued for minor work that does not materially change the historic character of the property and that is clearly within the adopted design guidelines for historic properties, such as a small addition or rear patio cover that is not visible from the street. These certificates are frequently approved at the time of the initial request.

A **CERTIFICATE OF APPROPRIATENESS (COA)** must be applied for if the proposed work will make material changes that may alter, diminish, eliminate or affect the historic or architectural character of the property in any way. Larger additions and street-visible changes fall into this category. These certificates require an HP pre-application meeting and a public hearing to determine whether the proposed project meets the *General Design Guidelines for Historic Preservation*. This document and other valuable information are available on the HP Web site, <https://www.phoenix.gov/pdd/historic/historicservices>.

HP staff makes all determinations regarding whether a CNE or COA is required.

HP accepts applications for approval during walk-in hours each business day from 12:30 p.m. to 5 p.m. Customers must sign in by 4 p.m. and may continue their transaction through the close of business at 5 p.m. Customers may also schedule an appointment if they are unable to attend walk-in hours.

PRE-APPLICATION MEETING

Prior to filing the application, property owners are required to meet with an Historic Preservation Planner to review the proposed project and obtain recommendations to make a proposed project comply with the Phoenix *General Design Guidelines for Historic Properties*. Applicants are encouraged to meet with staff early in the process. Call the office at 602-261-8699 for an appointment. Pre-application meetings are valid for one year from the date of the meeting, after which time a new pre-application meeting is required.

Please bring all of the following materials to the pre-application meeting:

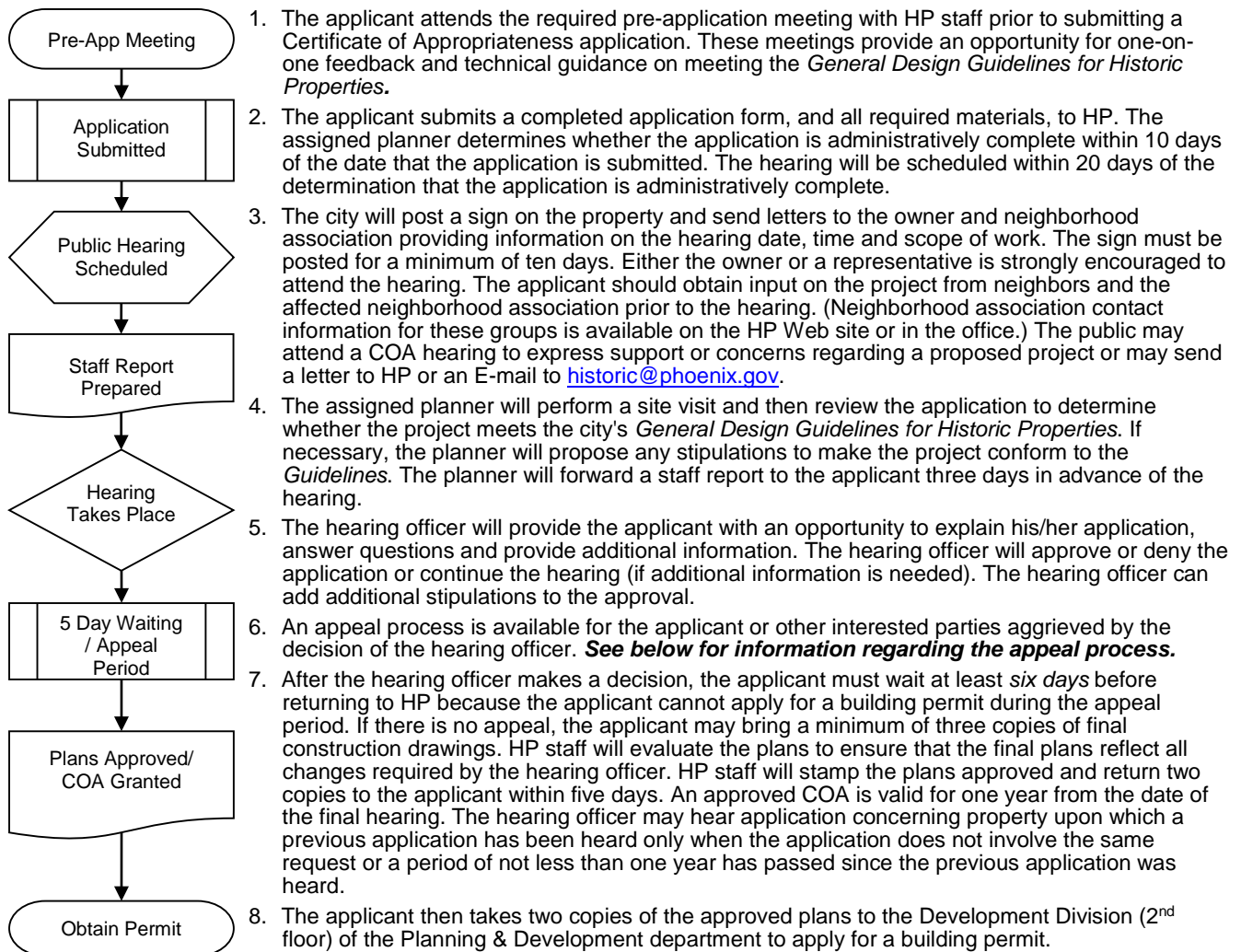
- **Current photographs, *printed out***, of the main building from the front and side, and showing the area where proposed construction will occur, including any affected accessory structures;
- **A site plan** showing all existing structures on the lot, such as the house, accessory buildings, pools and major landscaping features, such as walls, ponds or large trees which impact site planning;
- **Conceptual drawings** of the project as you envision it;
- Historic photos of the property in the case of restoration projects if available, and
- Any other information that will help the HP Planner understand the project.

SUBMITTING AN APPLICATION

When submitting an application, certain information is essential and must be included on the application form or shown on the plans. At the pre-application meeting staff will provide the appropriate checklist and indicate which items are required for the application to be considered complete.

HP staff will perform an administrative review to determine if the submittal is in compliance with A.R.S. §9-835 (D). Applications that are not complete will be returned to the applicant with a list of the items that are outstanding.

CERTIFICATE OF APPROPRIATENESS PROCESS



APPEAL PROCESS

Any person aggrieved by the decision of the Historic Preservation Hearing Officer may appeal that decision within five calendar days of the action. The appeal form must be delivered in person to HP by the specified date and time. If the fifth day falls on a weekend or holiday, the appeal period will expire at the close of business on the next regular business day. See §812.C.3.a-d of the *Zoning Ordinance of the City of Phoenix*.

All appeals are heard by the city Historic Preservation Commission (HPC) at its next available meeting. Any person aggrieved by the decision of the HPC may appeal that decision to the Phoenix City Council. A written appeal must be filed in person with HP within five calendar days of the HPC's decision. All appeals of HPC decisions are heard by the City Council at its next available meeting.

IMPORTANT

The Hearing Officer, Historic Preservation Commission and City Council all act in a quasi-judicial manner for Certificate of Appropriateness hearings. **There is to be no *ex parte* communication with any of these entities to include phone calls, e-mails, text messages or meetings.** Supplemental materials may be submitted through the Historic Preservation Office to be included in the packet provided to the hearing body. Check with staff on any deadlines for submission of supplemental materials. Materials provided at the hearing should include copies for the hearing body, staff, applicant, and appellant.