



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 by calling 602-261-8699 or via e-mail at historic@phoenix.gov.

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 NO EFFECT PROCESS

