



City of Flagstaff

Community Development Division

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

P: (928) 213-2969
F: (928) 779-7684



Date Received	Application to Heritage Preservation Commission		File Number
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Property Owner(s) Your Yard, LLC / Blake Schraufnagel	Title Member	Phone (928) 606-1071	Email blake@aznorth.com
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Mailing Address 2410 E Route 66	City, State, Zip Flagstaff, AZ 86004
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Applicant Lynn A Neal, Consultant	Title	Phone (928) 606-2258	Email lneal@npgcable.com
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Mailing Address 3038 Shonto Trail	City, State, Zip Flagstaff, AZ 86005
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Property Interest of Applicant(s) (Owner, contractual interest, or agent)
Cultural Resources Consultant, Preparer of CRS Letter Report

Site Address 4950 E Trails End Drive	City, State, Zip Flagstaff, AZ 86004
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Project Name
The Yard, PZ-21-00169

Parcel Number(s) 113-10-001R, -001L, portion of -001N (plus adjoining -001D and -001E)	Zoning District(s), including Overlays
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Type of HPC Application Requested:


- Historic Overlay District Designation (If new, Name: _____)
- Landmark Overlay District Designation
- Certificate of Appropriateness
- Certificate of No Effect
- Certificate of Economic Hardship
- Cultural Resource Study Review - Please check all that apply: Letter Report Phase I Phase II
- Historic Facades and Signs Grant

Property Information:

- Yes No Listed on National Register of Historic Places? (Name: _____)
- Yes No Listed on Arizona Register of Historic Places? (Name: _____)
- Yes No Located in existing City of Flagstaff Historic District? (Name: _____)
- Yes No Have the structures every been inventoried or evaluated for the National Register?
- Yes No Is the structure over 50 years old at the time of application?
- Yes No Was all or a portion of the structure built before World War II as housing?

Is the subject property: Developed Vacant Land?

Note: Applications which are incomplete or not accompanied by the required information will not be accepted.

Property Owner Signature: /s/ Blake Schraufnagel	Date: 11/2/21	Applicant Signature: 	Date: 11/2/21
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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"/> Approved <input type="checkbox"/> Approved with Conditions	<input type="checkbox"/> Denied <input type="checkbox"/> Continued
Staff Initial: _____	Date: _____

Project Description (Insert additional pages if necessary)

See Cultural Resource Study Letter Report for The Yard at 4950 E Trails End Drive sent via email to HPO Mark Reavis on 11/3/2021.

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.
2. An electronic copy and two copies 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. Filing fee.
8. Any other information which the applicant feels would be helpful and/or pertinent to the request.
9. 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 Certificate of Appropriateness, a Certificate of Economic Hardship, a Phase I Cultural Resource Study or a Phase 2 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 agendaized, the Heritage Preservation Officer (HPO), Mark Reavis, 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 and Certificates of No Effect, to the HPC for any reason. If the Heritage Preservation Officer refers the application, you will not need to resubmit, but additional materials may be requested.

Applications pertaining to Certificates for properties with the Townsite Overlay Zone must also be properly noticed 15 days prior to the public hearing in accordance with *Section J of the Townsite Historic Design Review Overlay District Design Standards and Guidelines*.

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