



# 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-C**

<b>Date Received</b>	<b>Application to Heritage Preservation for a Certificate within an Overlay</b>			<b>File Number</b>
<b>Property Owner(s)</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>	
<b>Mailing Address</b>			<b>City, State, Zip</b>	
<b>Applicant</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>	
<b>Mailing Address</b>			<b>City, State, Zip</b>	
<b>Property Interest of Applicant(s)</b> (Owner, contractual interest, or agent)				
<b>Site Address</b>			<b>City, State, Zip</b>	
<b>Project Name</b>				
<b>Parcel Number(s)</b>		<b>Zoning District(s), including Overlays</b>		
<b>Property Information:</b>	<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 a National Register Historic District? (Name: _____)			
	<input type="checkbox"/> Yes <input type="checkbox"/> No Is a structure on the property considered contributing to the District?			
	<input type="checkbox"/> Yes <input type="checkbox"/> No Located in a Historic or Landmark Overlay? (Name: <u>DOWNTOWN OVERLAY ZONE</u> )			
	<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 Does this application include review of a sign in an overlay or the Central Sign District?			
<b>Type of HPC Application Requested:</b>	<input type="checkbox"/> Certificate of No Effect (May be reviewed by the Heritage Preservation Officer or the Commission)			
	<input type="checkbox"/> Certificate of Appropriateness (Must be reviewed by the Heritage Preservation Commission)			
	<input type="checkbox"/> Certificate of Economic Hardship (Must be reviewed by the Heritage Preservation Commission)			
<b>Note: Applications which are incomplete or not accompanied by the required information will not be accepted.</b>				
<b>Property Owner Signature:</b>	<b>Date:</b>	<b>Applicant Signature:</b>	<b>Date:</b>	
<i>Karan Patel</i>		<i>[Signature]</i>		
<b>For City Use</b>				
<b>Date Filed:</b> _____		<b>HPC Hearing Date:</b> _____		
<b>Fee Receipt #:</b> _____		<b>Amount:</b> _____	<b>Date:</b> _____	
<b>Action by HPC:</b>	<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	
	<b>Staff Initial:</b> _____		<b>Date:</b> _____	

## 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. An electronic copy and one copy of drawings or documents as needed to describe the proposal, which may include 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. A list of related permits and development applications that have been or will need to be submitted.
6. Proof of ownership, or letter of authorization from the current property owner, if the applicant and owner are not the same.
7. Statement of approval from a subdivision or property owners association, if applicable.
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, Community Development must receive your application by the submittal deadline posted to the [Heritage Preservation program website](#).

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 HPO refer any application, including Certificates of No Effect to the Commission for any reason. If the HPO 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*.

Approval of a Certificate does not indicate a final approval of site plans, building plans, permanent sign permits and other applications that will be required prior to demolition, modification, or construction. Approval of all Certificates will be conditioned on their conformance with Zoning Code and Building Code standards. The Heritage Preservation Officer 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 this application includes the review of a sign within the Downtown Overlay, Central Sign District or the Townsite Overlay, a permanent sign application must be submitted prior to the submission of the HPC-C application and the comments provided in that review should be attached to this application.

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



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**HPC-C**

## Project Description

Blank area for Project Description.

## Explanation of how the project meets the applicable overlay and relevant sections of the Zoning Code

Blank area for Explanation of how the project meets the applicable overlay and relevant sections of the Zoning Code.

Insert additional pages if necessary



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## Summary Statement of Significance:

National Register of Historic Places documentation or a Cultural Resource Study can be submitted in lieu of completing this page to demonstrate significance (Attach additional pages as necessary).

The significance of a resource is generally based on its potential to contribute to our understanding of the past. An object, structure, site, place, or area is significant if:

- a. It is associated with events or persons in the architectural, engineering, archeological, scientific, technological, economic, agricultural, educational, social, political, military, or cultural annals of the City of Flagstaff, the State of Arizona, or the United States of America.
- b. It embodies distinctive characteristics of type, period, region, artistic values, or methods of construction, including being the oldest of its type or the best example of its type, or, if it represents the work of, or for, an important individual.
- c. A resource is generally not significant if it is less than fifty (50) years old, or, if the features, materials, patterns, and relationships that establish its significance are no longer present or no longer have integrity. The integrity of a resource is judged by how evident the general character of the significant period is, the degree to which the characteristics that define its significance are present, and the degree to which incompatible elements are reversible.

Original Construction Date: \_\_\_\_\_

Describe Previous Major Alterations (Include dates and changes of use):

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Describe the Significance of the Resource (In terms of a. or b., and c., above):

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Source(s) of Information Used:

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Describe the Level of Integrity of the Resource (Existing and proposed):

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