



City of Flagstaff

Community Development Division

211 W. Aspen Ave
Flagstaff, AZ 86001

P: (928) 213-2618
F: (928) 779-7684

www.flagstaff.az.gov

HPC-C

Date Received		Application to Heritage Preservation for a Certificate within an Overlay		File Number	
Property Owner(s) Cattail Properties AZ, LLC		Title	Phone 407-718-2344	Email axelrodmac@gmail.com	
Mailing Address 1212 Estancia Woods Loop, Winderemere, FL, 34786				City, State, Zip	
Applicant Mac Axelrod, Trustee		Title	Phone 407-718-2344	Email axelrodmac@gmail.com	
Mailing Address 1212 Estancia Woods Loop, Winderemere, FL, 34786				City, State, Zip	
Property Interest of Applicant(s) (Owner, contractual interest, or agent) 100%					
Site Address 614 W Santa Fe, Flagstaff, AZ 86001				City, State, Zip	
Project Name England House Partial Foundation					
Parcel Number(s) 100-23-007			Zoning District(s), including Overlays Flagstaff Townsite		
Property Information:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Listed individually on the National or Arizona Register of Historic Places? (Name: _____)			
		<input checked="" 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: _____)			
		<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?			
Type of HPC Application Requested:		<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)			
Note: Applications which are incomplete or not accompanied by the required information will not be accepted.					
Property Owner Signature: see email from mac axelrod		Date:	Applicant Signature: 		Date: 9/16/24
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"/> Denied	
		<input type="checkbox"/> Approved		<input type="checkbox"/> Continued	
		<input type="checkbox"/> Approved with Conditions		Staff Initial: _____ Date: _____	

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



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Project Description

This is an addendum to the original HPC-C for the Englad House porch repair. This is specifically for repairing the existing stone for the chimney and repointing the chimney to the roof. There is no structural issues flue liner. We will be installing a metal cap for the entire top of the chimney to prevent further ice and water damage. This cap will not be visible from the street.

Please see the attached images below along with an attached email authorizing the owner's signature.

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

Insert additional pages if necessary



damaged part

structurally sound

