



# 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-CRS**

<b>Date Received</b> 1/23/25		<b>Application to Heritage Preservation for a Cultural Resource Study</b>		<b>File Number</b> PZ-24-00025	
<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 checked="" type="checkbox"/> No Listed individually on the National or Arizona Register of Historic Places? (Name: _____) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Located in an existing Historic District? (Name: _____) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Has the structure every been inventoried or evaluated for the National Register? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Is the structure over 50 years old at the time of application? <input type="checkbox"/> Yes <input type="checkbox"/> No Was all or a portion of the structure built before World War II as housing? Is the subject property: <input type="checkbox"/> Developed <input type="checkbox"/> Vacant Land?			
<b>Type of HPC Application Requested:</b>		Cultural Resource Study Review - Please check all that apply: <input type="checkbox"/> Letter Report (May be reviewed by the Heritage Preservation Officer or the Commission) <input type="checkbox"/> Phase I (Must be reviewed by the Heritage Preservation Commission) <input type="checkbox"/> Phase II (Must be reviewed by the Heritage Preservation Commission) <input type="checkbox"/> Phase III (Must be reviewed by the Heritage Preservation Commission) May require redaction			
<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>
<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"/> Denied	
		<input type="checkbox"/> Approved		<input type="checkbox"/> Continued	
		<input type="checkbox"/> Approved with Conditions		<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. A Cultural resource study, prepared by professionals qualified in accordance with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (36 CFR 61 Appendix A) as currently amended and annotated by the National Park Service.
3. Photographs of the context, including the property, surrounding properties, and the neighborhood.
4. Proof of ownership, or letter of authorization from the current property owner, if the applicant and owner are not the same.
5. List of content which may be confidential under federal law.
6. Any other information which the applicant feels would be helpful and/or pertinent to the request.
7. 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 Phase I, Phase II, or Phase III 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 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 Heritage Preservation Officer may refer any application, including Letter Reports to the Commission for any reason. If the Heritage Preservation Officer refers the application, you will not need to resubmit, but additional materials may be requested.

If the Cultural Resource Study being submitted contains information that may be confidential under the National Historic Preservation Act or the Native American Grave Protection and Repatriation Act, please notify the HPO in advance of submitting your application for instructions on redaction(s).

Approval of a Cultural Resource Study does not indicate a final approval of a demolition permit, site plans, building plans, permanent sign permits and other applications that will be required prior to demolition, modification or construction.

If mitigation is approved as part of the study approval, final design of mitigation must meet all the requirements of the Flagstaff Zoning Code or Building Code, unless otherwise stated in Flagstaff City Code, Section 10-30.30 or in the requirements of the overlay zone. The Heritage Preservation Officer or Commission 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 the mitigation proposed would require additional approvals by planning, building, or other city staff.

We encourage you to reach out early in designing your projects so that the HPO may assist you.

HPO contact information: Lauren Clementino, Phone: (928) 213-2633; Email: [lclementino@flagstaffaz.gov](mailto:lclementino@flagstaffaz.gov)

**Description of the need for the Resource Study (i.e, demolition, alteration, grading, etc.)**

---

Insert additional pages if necessary