



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

Date Received		Application to Heritage Preservation for a Certificate within an Overlay		File Number	
Property Owner(s) Capri Flagstaff LLC		Title	Phone 520-429-4256	Email jim@caprinc.com	
Mailing Address 6867 N Oracle Ste 101 Tucson AZ 85704				City, State, Zip	
Applicant Capri Flagstaff LLC		Title	Phone 520-429-4256	Email jim@caprinc.com	
Mailing Address 6867 N Oracle Ste 101 Tucson AZ 85704				City, State, Zip	
Property Interest of Applicant(s) (Owner, contractual interest, or agent) owner					
Site Address 123 N Leroux Street Flagstaff AZ 86001				City, State, Zip	
Project Name Demo Permit					
Parcel Number(s) 100-19-008-A			Zoning District(s), including Overlays Downtown Overlay		
Property Information:		<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 a National Register Historic District? (Name: _____) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Is a structure on the property considered contributing to the District? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Located in a Historic or Landmark Overlay? (Name: _____) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Is the structure over 50 years old at the time of application? <input type="checkbox"/> Yes <input checked="" 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 checked="" 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: 		Date: 4/1/2025	Applicant Signature: 		Date: 4/1/2025
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: _____			

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: Lauren Clementino, Phone: (928) 213-2633; Email: lclementino@flagstaffaz.gov



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HPC-C

Project Description

Demo permit

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

Demo Permit

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):

Describe the Significance of the Resource (In terms of A. or B., and C., above):

Source(s) of Information Used:

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



City of Flagstaff
 Community Development Division
 Building Safety & Code Compliance Section
 211 W. Aspen Avenue
 Flagstaff, AZ 86001

Phone: (928) 213-2627 Email: Buildingpermits@flagstaffaz.gov

OWNER AUTHORIZATION FORM

I (property owner) do hereby authorize Capri Flagstaff LLC Jim O'Connell
Agent's Name and Company (if applicable)
 to act on my behalf for improvements at 123 N. Leroux
Property Address / Suite / Unit

and to obtain building permit(s) on my behalf for the work specified below. If the property has more than one owner, I certify that I have authority to provide this authorization on behalf of all owners.

Residential:

<input type="checkbox"/>	New Build / SFR
<input type="checkbox"/>	Addition (attached)
<input type="checkbox"/>	Roof
<input type="checkbox"/>	Demolition
<input type="checkbox"/>	Mechanical
<input type="checkbox"/>	Gas
<input type="checkbox"/>	Electrical

<input type="checkbox"/>	Remodel
<input type="checkbox"/>	Accessory (detached)
<input type="checkbox"/>	Manufactured Home / Park Model
<input type="checkbox"/>	Solar System
<input type="checkbox"/>	Plumbing
<input type="checkbox"/>	Fence / Walls
<input type="checkbox"/>	Other (specify):

Commercial:

<input type="checkbox"/>	New Build
<input type="checkbox"/>	Addition (attached)
<input type="checkbox"/>	Roof
<input checked="" type="checkbox"/>	Demolition
<input type="checkbox"/>	Gas
<input type="checkbox"/>	Sign
<input type="checkbox"/>	Site Improvements
<input type="checkbox"/>	Cell Tower

<input type="checkbox"/>	Tenant Improvements
<input type="checkbox"/>	Accessory (detached)
<input type="checkbox"/>	Modular Building
<input type="checkbox"/>	Mechanical
<input type="checkbox"/>	Plumbing
<input type="checkbox"/>	Fence / Walls
<input type="checkbox"/>	Change in Occupancy
<input type="checkbox"/>	Other (specify):

By signing this Form, I acknowledge and agree that I am not released from responsibility for: (1) the payment of any and all fees associated with the issuance of any permits, orders, notices, or other approvals ("Approvals") by the City of Flagstaff pursuant to my agent's application; (2) the satisfactory completion of all work authorized by such Approvals in compliance with all applicable county, state, and federal laws, codes, rules, regulations, and requirements; and (3) correcting any violations of the terms and conditions of such Approvals issued by the City of Flagstaff pursuant to my agent's application.

Property Owner's Signature:

Printed Name: Jim O'Connell
 Signature: [Handwritten Signature]
 Phone: 520-219-1856
 Email: jim@capriac.com Date: 3/25/2025