



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 11/10/2025		Application to Heritage Preservation for a Certificate within an Overlay		File Number PZ-25-00229												
Property Owner(s) Christine Graham	Title owner	Phone 602 554 5467	Email grahamophone@me.com													
Mailing Address 523 W Aspen Ave Flagstaff, AZ 86001		City, State, Zip 86001														
Applicant Valor contracting LLC	Title contractor	Phone 623 821 6261	Email Tsoles@valorcontracting.co													
Mailing Address <9551 E Lorna Ln suite J		City, State, Zip Prescott valley, AZ 86314														
Property Interest of Applicant (OWNER, CONTRACTOR interest, or agent) Contractor																
Site Address 523 W Aspen Ave		City, State, Zip Flagstaff, AZ 86001														
Project Name re roof																
Parcel Number(s) 100-23-014		Zoning District(s), including Overlays Town site														
Property Information: <table border="0"> <tr> <td><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</td> <td>Listed individually on the National or Arizona Register of Historic Places? (Name: _____)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>Located in a National Register Historic District? (Name: Town site)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>Is a structure on the property considered contributing to the District?</td> </tr> <tr> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>Located in a Historic or Landmark Overlay? (Name: Town site)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>Is the structure over 50 years old at the time of application?</td> </tr> <tr> <td><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</td> <td>Does this application include review of a sign in an overlay or the Central Sign District?</td> </tr> </table>					<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: Town site)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is a structure on the property considered contributing to the District?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Located in a Historic or Landmark Overlay? (Name: Town site)	<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?
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Note: Applications which are incomplete or not accompanied by the required information will not be accepted.																
Property Owner Signature: Christine Graham		Date: 11/10/25	Applicant Signature: Tom Whay													
			Date: 11-10-25													
For City Use																
Date Filed: _____		HPC Hearing Date: _____														
Fee Receipt #: _____		Amount: _____		Date: _____												
Action by HPC: <table border="0"> <tr> <td><input type="checkbox"/></td> <td>Consent Approval by HPO</td> <td><input type="checkbox"/></td> <td>Denied</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Approved</td> <td><input type="checkbox"/></td> <td>Continued</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Approved with Conditions</td> <td></td> <td></td> </tr> </table>					<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		
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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

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

new roof shingles to match existing
and replace sheathing as required

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

shingles on roof need replaced to
per specifications replacing in kind

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: see attached

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):

ARIZONA STATE HISTORIC PROPERTY INVENTORY

IDENTIFICATION Flagstaff Multiple Resource Area

SURVEY AREA NAME: _____

HISTORIC NAME: Ole Solberg Cottages

ADDRESS/LOCATION: 523 W. Aspen

CITY/TOWN: Flagstaff

TAX PARCEL NUMBER: 100-23-2

OWNER: V.S.H. Associates

OWNER ADDRESS: P.O. Box 1777
Sedona, AZ 86336

HISTORIC USE: residences

PRESENT USE: residences

BUILDING TYPE: houses

STYLE: Bungalows

CONSTRUCTION DATE: 1910-1916

ARCHITECT/BUILDER: _____

INTEGRITY: altered minor

CONDITION: fair

COUNTY: Coconino **SURVEY SITE:** 7-15

USGS QUAD: _____

T _____ R _____ S _____ / _____ ¼ OF THE _____ ¼ UTM

Description (contd.)

ROOF TYPE: gable

ROOF SHEATHING: asphalt shingle

EAVES TREATMENT: exposed rafters

WINDOWS: 4/4 double hung wood

ENTRY: offset with wood door

PORCHES: shed roof entry porch

STOREFRONTS: Not Applicable

NOTABLE INTERIOR: Unknown

OUTBUILDINGS: _____

ALTERATIONS: _____

DESCRIPTION

STORIES: 1 **DIMENSIONS:** (l)20 (w) 20

STRUCTURAL MATERIAL: wood

FOUNDATION MATERIAL: unknown

WALL SHEATHING: stucco

APPLIED ORNAMENT: _____

PHOTOGRAPH _____

PHOTOGRAPHER: Woodward

SKETCH MAP:

See Attached Survey Map



ADDITIONAL DESCRIPTION/ANALYSIS (annotated form):

SIGNIFICANCE:

AREAS OF SIGNIFICANCE: COMMERCE _____ COMMUNITY PLANNING _____ ECONOMICS _____
EXPLORATION/SETTLEMENT GOVERNMENTAL _____ MILITARY _____ RELIGION _____ SCIENCE _____
THEATRE _____ TRANSPORTATION _____ TOURISM OTHER(specify) _____
INDUSTRY _____ ARCHITECTURE

HISTORIC ASSOCIATIONS (be concise):

PROMINENT OCCUPANT/HISTORIC ASSOCIATION(S) Built and occupied by Ole Solberg, master carpenter and craftsman. Also noted as introducing downhill skiing to the Flagstaff area in 1915.

RELATIONSHIP TO LOCAL DEVELOPMENT Illustrates the residential development of the district during Flagstaff's second major building boom.

CULTURAL AFFILIATIONS _____

ARCHITECTURAL STYLE A good representative of Bungalow Style Cottages.

MAJOR ARCH. FORM/MATERIAL Illustrates repetative house design to accommodate increased demand for housing.

ENGINEERING/STRUCTURAL _____

DISTRICT/STREETScape CONTRIBUTION _____

DISCUSSION AS REQUIRED:

CONTEXT: ISOLATED/RURAL _____ RESIDENTIAL STREET COMMERCIAL _____ CENTRAL SQUARE _____
CBD: _____ OTHER: _____

BIBLIOGRAPHY/SOURCES: SEE SURVEY REPORT BIBLIOGRAPHY

LISTING IN OTHER SURVEYS: _____

NATIONAL REGISTER STATUS:

LISTED _____ DETERMINED ELIGIBLE _____ DETERMINED NOT ELIGIBLE _____ NOT EVALUATED _____

COMMENTS/DEVELOPMENT PLANS/THREATS:

SURVEYOR Woodward SURVEY DATE 1985 DATE FORM COMPLETED 6/85