



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 11/21/2025		Application to Heritage Preservation for a Certificate within an Overlay		File Number PZ-25-00236	
Property Owner(s) Felix Parham		Title	Phone 928-525-4568	Email felixcparham@gmail.com	
Mailing Address 615 W. Birch Ave.		City, State, Zip Flagstaff AZ 86001			
Applicant Felix Parham		Title	Phone 928-525-4568	Email felixcparham@gmail.com	
Mailing Address 615 W. Birch Ave.		City, State, Zip Flagstaff AZ 86001			
Property Interest of Applicant(s) (Owner, contractual interest, or agent) owner					
Site Address 615 W. Birch Ave.		City, State, Zip Flagstaff AZ 86001			
Project Name N/A					
Parcel Number(s) 100-16-008 B			Zoning District(s), including Overlays		
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 type="checkbox"/> No Located in a National Register Historic District? (Name: <u>Townsite</u>) <input checked="" 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 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 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: <i>Felix Parham</i>		Date: 11/21/25	Applicant Signature: <i>Felix Parham</i>		Date: 11/21/25
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: Mark Reavis, Phone: (928) 213-2633; Email: Mark.Reavis@flagstaffaz.gov



Project Description

Installation of a 10' x 20'
stand alone shed in the back
yard.

Installation of a 6' high fence around
the property.

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

It's a stand alone shed in the
back yard.

Fence will be constructed of wood
with metal supports and will match
neighbors fence that is already
constructed.

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: 1920

Describe Previous Major Alterations (Include dates and changes of use):
Renovations and addition to main house
in 2023-2024

Describe the Significance of the Resource (In terms of a. or b., and c., above):
The main house was built in 1920,
I am asking for a minor improvement
permit to install a stand alone 10'x20'
shed in the backyard. It will not be
attached to nor abut the main house and
will not affect it in any way. The fence
will enclose the backyard only.

Source(s) of Information Used:

Describe the Level of Integrity of the Resource (Existing and proposed):
The main house underwent a complete
renovation, the shed is brand new.



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MIP

Date Received (City Use) 10/21/25		Application for Minor Improvement Permit		Permit Number 0025-03132
Type of Minor Improvement Permit:	<input checked="" type="checkbox"/> Accessory Structure or Storage Container <input type="checkbox"/> Deck <input type="checkbox"/> Landscape Modification	<input type="checkbox"/> Fence/Wall <input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Exterior/Façade Modification	
Site Address 615 W. Birch Ave.		Suite/Unit #		
Property Owner Felix Parham	Phone 928-525-4568	Email felixcparham@gmail.com		
Mailing Address 615 W. Birch Ave	Suite/Unit #	City, State, Zip Flagstaff AZ 86001		
Applicant Felix Parham	Phone 928-525-4568	Email felixcparham@gmail.com		
Mailing Address 615 W. Birch Ave.		City, State, Zip Flagstaff AZ 86001		
Parcel Number(s) 100-16-008B	Zoning District			
Description of proposed work				
Install a steel in the backyard measuring 10ft wide, 20ft long, 12ft high, and a 6' high wooden fence around the backyard with 2 gates.				
Submittal Requirements Required information for each specific permit type is provided on the reverse side of this application form.				
Most Relevant Sections of the City of Flagstaff Zoning Code to Minor Improvement Permits				
- Minor Improvement Permits: 10-20.40.080		- Accessory Structures: 10-40.60.020		
- Residential Zones: 10-40.30.030		- Architectural Design Standards: 10-50.20		
- Commercial Zones: 10-40.30.040		- Fences: 10-50.50		
- Industrial Zones: 10-40.30.050		- Encroachments: 10-50.40		
- Transect Zones: 10.40.40		- Landscaping: 10-50.60		
For information on Zoning and Resource Protection Overlay Zone locations, see the GIS Public Portal on the City of Flagstaff website at https://gis.flagstaffaz.gov/portal/apps/sites/#/opendata/app/e875b6af210e466095227070ee2ccc94 .				
Contact the Planner of the Day at https://www.flagstaff.az.gov/150/Current-Planning for questions about this application.				

Note: Applications that are incomplete or not accompanied by the required information will not be accepted

FP (Initials) I hereby certify that the information set forth on this form is complete and accurate and do hereby agree to comply with all applicable codes of the City of Flagstaff and the State of Arizona and with any conditions attached hereto, and request that all pertinent City personnel access my property at any time deemed necessary to inspect work being done relating to this permit.

Applicant Signature <i>Felix Parham</i>	Date 10/21/25	
For City Use		
Received By:	Fee Receipt #:	
Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Staff Initial:	Date Approved:

Updated April 16, 2020

