



City of Flagstaff

211 W. Aspen Ave

Flagstaff, AZ 86001

www.flagstaff.az.gov

Planning & Development Services Division

(928) 213-2618

frontcounter@flagstaffaz.gov

HPC-CRS

Application to Heritage Preservation for a Certificate within an Overlay

Property Owner(s)	Title	Phone	Email
Mailing Address			City, State, Zip
Applicant	Title	Phone	Email
Mailing Address			City, State, Zip
Property Interest of Applicant(s) (Owner, contractual interest, or agent)			
Site Address			City, State, Zip
Project Name			
Parcel Number(s)		Zoning District(s)	
Property Information: ☐ Yes ☐ No Listed individually on the National, Arizona, or Flagstaff Register of Historic Places? (Name: _____) ☐ Yes ☐ No Located in a National Register Historic District? (Name: _____) ☐ Yes ☐ No Is a structure on the property considered contributing to the District? ☐ Yes ☐ No Located in a Historic or Landmark Overlay? (Name: _____) ☐ Yes ☐ No Has the structure every been inventoried or evaluated for the National, Arizona, or Flagstaff Register of Historic Places? ☐ Yes ☐ No Is the structure over 50 years old at the time of application? Is the subject property: ☐ Developed ☐ Vacant Land?			
Type of HPC Application Requested: ☐ Letter Report (May be reviewed by the Heritage Preservation Officer or the Commission) ☐ Phase 1 (Must be reviewed by the Heritage Preservation Commission) ☐ Phase 2 (Must be reviewed by the Heritage Preservation Commission) ☐ Phase 3 (Must be reviewed by the Heritage Preservation Commission)			
Property Owner Signature:		Date:	Applicant Signature: Date:

Note: Applications which are incomplete or not accompanied by the required information in the Submittal Requirement Checklist will not be accepted.



City of Flagstaff

211 W. Aspen Ave
Flagstaff, AZ 86001
www.flagstaff.az.gov

Planning & Development Services Division

(928) 213-2618
frontcounter@flagstaffaz.gov

HPC-CRS

Submittal Requirement Checklist

- ☐ Complete Application including all signatures.
- ☐ Payment of review fee. If applying for multiple types of HPC reviews only one fee is collected at the time of the first application for the same work.
- ☐ A Cultural Resource Study or proof the Study has already been submitted to the Heritage Preservation Officer. The Study must contain the following:
 - ☐ Preparer's qualifications demonstrating it was 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.
 - ☐ Photographs of the context, including the property, surrounding properties, and the neighborhood.
 - ☐ List or identification of any content which may be confidential under federal law.
 - ☐ All other requirements listed in [Heritage Preservation Code Section 10-30.30.050 Cultural Resources](#).
- ☐ Proof of ownership, or letter of authorization from the current property owner, if the applicant and owner are not the same.
- ☐ Any other information requested by the Heritage Preservation Officer or Heritage Preservation Commission.

Review Process and Guidelines

The Heritage Preservation Commission meets to review applications on the third Wednesday of each month. If you are submitting an application for review of a Phase 1, Phase 2, or Phase 3 Cultural Resource Study, Planning & Development Services must receive your application by the submittal deadline posted to the [Heritage Preservation application website](#).

For your item to be added to an agenda, the Heritage Preservation Officer (HPO) must deem the application complete 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 additional instructions.

Approval of a Cultural Resource Study or any associated mitigation 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. All approvals will be conditioned on their conformance with Zoning Code and Building Code standards. 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.

We encourage you to reach out early in designing your projects so that the HPO may assist you or your clients. HPO contact information: Lauren Clementino, Phone: (928) 213-2633; Email: lclementino@flagstaffaz.gov.



City of Flagstaff

211 W. Aspen Ave
Flagstaff, AZ 86001
www.flagstaff.az.gov

Planning & Development Services Division

(928) 213-2618
frontcounter@flagstaffaz.gov

HPC-CRS

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