



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-C

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?	
	☐ Yes ☐ No	Does this application include review of a sign in an overlay or the Central Sign District?	
Type of HPC Application Requested:	☐ Certificate of No Effect (May be reviewed by the Heritage Preservation Officer or the Commission)		
	☐ Certificate of Appropriateness (Must be reviewed by the Heritage Preservation Commission)		
	☐ Certificate of Economic Hardship (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.



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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.
- ☐ An electronic copy of drawings needed to describe the proposal, which may include a Site Plan, Floor Plans, Exterior Elevations, Building Sections, 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.
- ☐ An electronic copy of a Color Board depicting all exterior materials and finishes associated with the work.
- ☐ An electronic copy of photographs of the context, including the property, surrounding properties, and the neighborhood. Include historic photos of the property in the case of restoration projects, if available.
- ☐ A list of related permits and development applications that have been or will need to be submitted.
- ☐ Proof of ownership, or letter of authorization from the current property owner, if the applicant and owner are not the same.
- ☐ Any other information which the applicant feels would be helpful and/or pertinent to the request.
- ☐ Any other information requested by the Heritage Preservation Officer or Heritage Preservation Commission.
- ☐ For Certificates of Economic Hardship, contact the Heritage Preservation Officer for additional submittal requirements.

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 Certificate of Appropriateness or Economic Hardship, 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 HPO may 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.

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.



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Project Description:

Explanation of how the project meets the applicable Overlay (Downtown, Townsite, or Landmark) design standards and guidelines and the *Secretary of the Interior's Standards for the Treatment of Historic Properties*:



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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 criteria for determining the significance of a cultural resource is based on the potential of the cultural resource to contribute to our understanding of the past. A cultural resource is significant if:

- It is listed or eligible as a National Historic Landmark, or for the National Register of Historic Places, or the Arizona Register of Historic Places; or
- 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, the State of Arizona, or the United States of America; or
- It represents the work of, or for, an important individual; or
- 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
- It has yielded, or may be likely to yield, information needed for scientific research, such as important archaeological resources.

Original Construction Date: _____

Describe Previous Major Alterations (Include dates):

Describe the Significance of the Resource (In terms of a., b., c., d., or e., above):

Source(s) of Information Used:

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