



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-G

Application to Heritage Preservation for a Historic Signs and Facades Grant

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?			
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.

Review Process and Guidelines

The Heritage Preservation Commission meets to review applications on the third Wednesday of each month. 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.

Historic Signs and Facades Grants are provided at the discretion of the Commission based on the criteria in the [Grant Guidelines](#) posted to the City's website. Grants are administered by the HPO, who is available for consultation through the process.

Grant award work must be completed, an onsite inspection completed, and reimbursement requested within one year of the grant award, or an extension will need to be requested from the Heritage Preservation Commission.

If the application pertains to a historic sign that does not conform to current regulations of Permanent Signs (10-50.100) or meet the criteria for a non-conforming sign (10-20.60.110) then the Heritage Preservation Commission must first determine that the sign meets the criteria of an Individual Signs of Historic or Cultural Significance (10-30.30.040.E) and may require the sign be placed in a Landmark Overlay.

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 Grant Guidelines, 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):



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Proposed Preservation Budget Summary

Preservation Work Budget Detail:

Item of Preservation Work:	Total Cost:	Grant Request:	Matching Funds:
EXAMPLE: New siding and paint	\$6,000	\$3,000	\$3,000
Totals:			

Budget Requirements:

- Grant request cannot exceed 50% of total project costs.
- Grant request cannot exceed \$10,000 for Level 1 projects and \$20,000 for Level 2 projects.
- Grant recipient or property owner labor cannot be used as matching funds.
- Expenditures made before the grant is approved cannot be included.
- Attach estimates, quotes and prices to verify the budget.

Reimbursement Requirements:

- The recipient will need to submit a W-9 and City of Flagstaff vendor paperwork before requesting reimbursement.
- Grant awards are reimbursement-based. The recipient must provide documentation of itemized paid invoices/receipts to request reimbursement.
- At least one onsite inspection with the Heritage Preservation Officer is required to photograph and document completion of the work before requesting reimbursement.
- Work must be completed and reimbursement requested within one year of grant award, or an extension will need to be requested from the Heritage Preservation Commission.
- Grants received through the City of Flagstaff are considered taxable grants. The City of Flagstaff is required by the IRS to report the amount of the grant received in a given tax year on Form 1099-G.