



APPLICABILITY

The certificate approval process applies only to **exterior work** that requires a building permit for properties listed on the [Phoenix Historic Property Register](#). Interior work that does not affect the exterior of the building does not require approval from the Historic Preservation Office (HP). However, in some cases, the Building Official may refer the applicant to HP for this determination.

A **CERTIFICATE OF NO EFFECT (CNE)** may be issued for minor work that does not materially change the historic character of the property and is clearly within the adopted design guidelines, such as a small addition or outbuilding or a rear patio cover that is not visible from the street. The city's HP Commission has adopted a [list of projects](#) that qualify for CNE approval. These certificates are frequently approved at the time of the initial request, or within a few days.

A **CERTIFICATE OF APPROPRIATENESS (COA)** is required if the proposed work cannot be approved as a CNE. New primary residences, large additions, and other street-visible changes fall into this category. These certificates require a pre-application meeting with an HP planner and a public hearing before the HP Hearing Officer to determine whether the proposed project meets HP design standards.

HP staff makes all determinations regarding whether a CNE or COA is required. To verify whether a project qualifies as a CNE, an applicant may E-mail plans to staff at historic@phoenix.gov or schedule an in-person appointment at the Historic Preservation Office. Appointments may be scheduled online at the [Planning and Development Online Appointment Scheduling website](#).

PRE-APPLICATION MEETING

Prior to filing the application, property owners are required to meet with an Historic Preservation Planner to review the proposed project and obtain recommendations to make a proposed project comply with the COA standards. These standards are found in [Section 812.D](#) of the Zoning Ordinance and include conformance with the [General Design Guidelines for Historic Properties](#). Applicants are encouraged to meet with HP staff early in the process, with conceptual plans rather than completed construction drawings, as they may change as a result of the pre-application meeting. Please E-mail staff at historic@phoenix.gov or call 602-261-8699 to schedule a pre-application meeting. Pre-application meetings are valid for one year from the date of the meeting, after which time a new pre-application meeting may be required.

Please send all of the following materials to historic@phoenix.gov or to the assigned planner prior to the pre-application meeting:

- **Current photographs** of the main building and any affected accessory structures from the front and side, and showing the area where proposed construction will occur (for in-person meetings, please bring printed photos);
- **A site plan** showing all existing structures on the lot, such as the house, accessory buildings, pools, and major landscaping features, such as walls, ponds or large trees which impact site planning;
- **Conceptual drawings** of the project as envisioned;
- Historic photos of the property in the case of restoration projects, if available, and
- Any other information that will help the HP Planner understand the project.

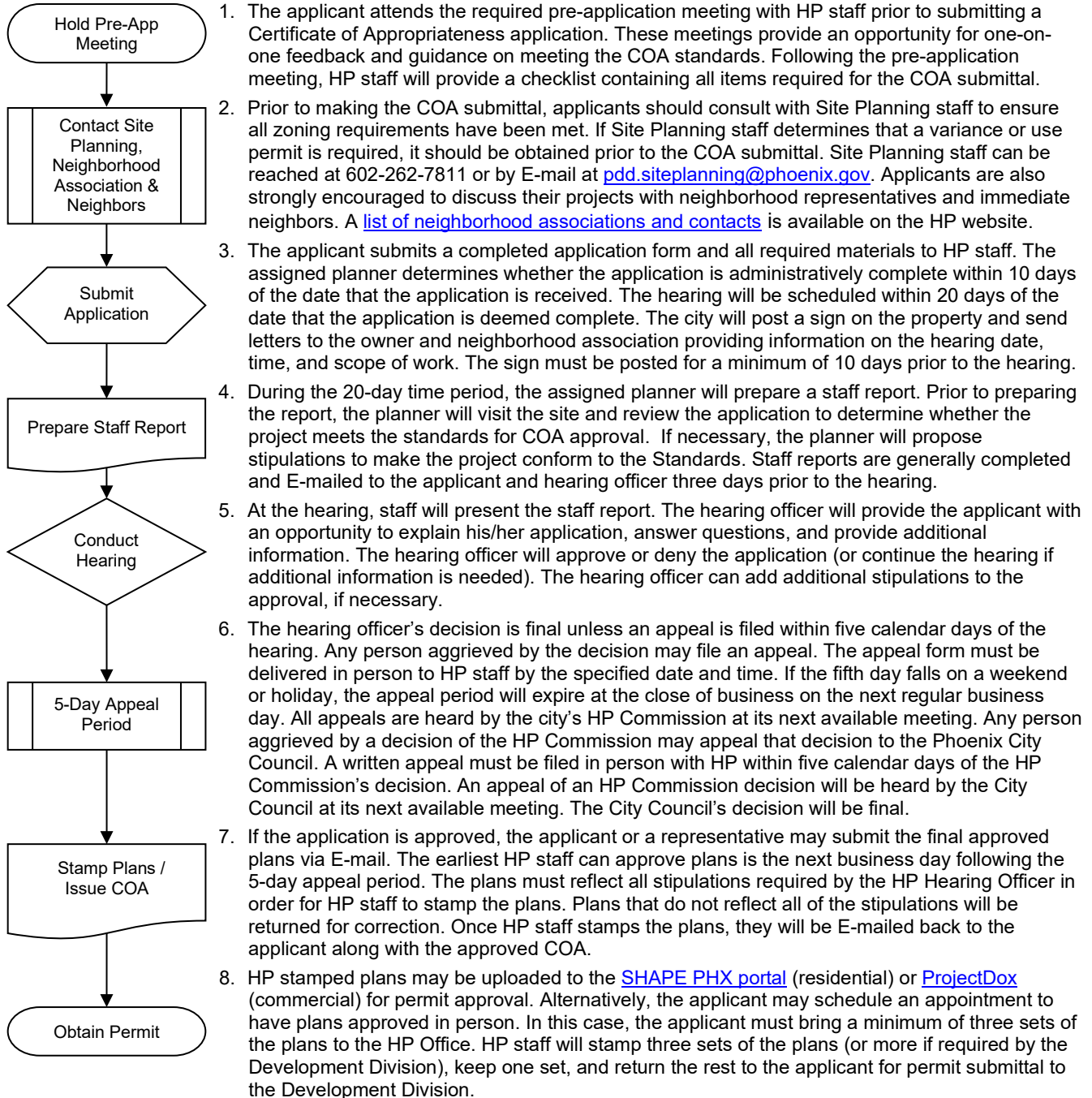
SUBMITTING AN APPLICATION

When submitting an application, certain information is essential and must be included on the application form or shown on the plans. At the pre-application meeting staff will provide the appropriate checklist and indicate which items are required for the application to be considered complete.

HP staff will perform an administrative review to determine if the submittal is in compliance with A.R.S. §9-835 (D). Applications that are not complete will be returned to the applicant with a list of the items that are outstanding.

This document and additional information regarding the HP design review process can be found on the HP website at <https://www.phoenix.gov/pdd/historic-preservation>.

CERTIFICATE OF APPROPRIATENESS PROCESS



IMPORTANT

The Hearing Officer, HP Commission, and City Council all act in a quasi-judicial manner for COA hearings. **There is to be no ex parte communication with any of these entities to include phone calls, E-mails, text messages or meetings.** Supplemental materials may be submitted through the HP Office to be included in the packet provided to the hearing body. Check with staff on any deadlines for submission of supplemental materials. Materials provided at the hearing should include copies for the hearing body, staff, applicant, and appellant.