



KIVA # HPCA HPCO _____

PERMIT NAME: _____

Application for a: **Certificate of Appropriateness** **Certificate of No Effect**

Conservation Easement: Yes No

Property Address: _____

Historic Property/District: _____

Application Filed by: Owner Owner's Representative

Owner's Name: _____

Mailing Address: _____

City & State: _____ Zip Code: _____

Telephone: _____

E-mail: _____

Representative's Name: _____

Representative's Firm: _____ ROC# (If Applicable) _____

Mailing Address: _____

City & State: _____ Zip Code: _____

Telephone: _____

E-mail: _____

- I am the owner (or an authorized agent acting on behalf of the owner) of the property at the address listed on this application.
- I declare that all information submitted is true and accurate to the best of my knowledge and belief. I acknowledge that any error in my application may be cause for delay in scheduling or approval.
- Architectural plans and engineering reports become the property of the city of Phoenix once submitted and are considered a part of the public record and therefore subject to requests for copies by citizens.
- I understand that if a Certificate of Appropriateness or No Effect is granted, it is not an actual city of Phoenix building permit. I will consult with the city's Development Division to determine if a permit is required and will obtain one if necessary.
- I acknowledge that the Certificate of Appropriateness or No Effect will expire in one (1) year if construction does not begin within that time frame.
- I acknowledge that if the property is enrolled in the State Historic Property Tax Reclassification (SPT) program, the State Historic Preservation Office (SHPO) must be contacted for review and comment or approval prior to project implementation. The SHPO is located at 1100 W. Washington St., Phoenix, AZ 85007, (602) 542-4009.

Signature: _____ Date: _____

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 Voice or TTY use 7-1-1.