



The following materials are required for the Historic Preservation Office (HP) to consider an application to demolish or move a building within a historic preservation overlay complete:

1. A completed Request for HP Demolition Approval form for the structure(s) or area(s) of a structure proposed for demolition. This form can be completed in person at HP or online at <https://www.phoenix.gov/pdd/historic/historicservices>.
2. A minimum of **one** close-up photograph and **one** overview/context photograph of each structure or area of a structure proposed for demolition.

Please note: additional photographs of the structure, both inside and out, showing the condition are helpful when determining whether or not it retains sufficient integrity to be considered a contributor.

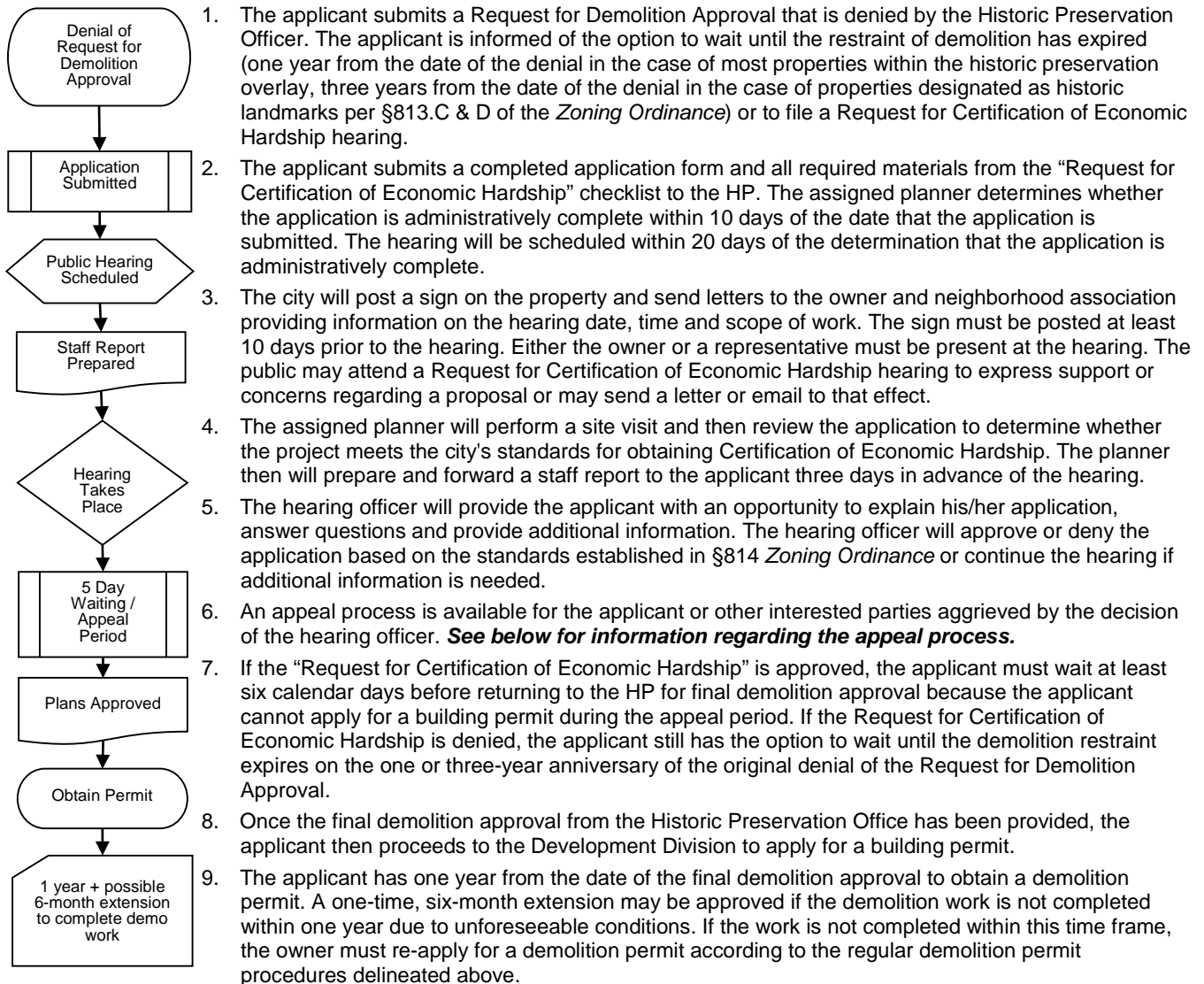
3. If more than one structure is on a single legal parcel, or only a portion of a given building is being considered for demolition, then a scaled and labeled site plan showing the locations of each structure proposed for demolition and preservation on the site is required.

Incomplete applications will not be accepted for review.

According to §813 of the *Zoning Ordinance of the City of Phoenix*, demolition or moving of structures listed on the Phoenix Historic Property Register (available at <http://phoenix.gov/pdd/historic/historicmaps/index.html>) proceeds as follows:

1. Within three business days after receiving a demolition application for a property listed on the Phoenix Historic Property Register, HP will evaluate an application based on:
 - (A) Whether the structure is of no historic or architectural value or significance and does not contribute to the historic value of the property, and
 - (B) Whether the loss of the structure would not adversely affect the integrity of the Historic Preservation Overlay District or the historic, architectural or aesthetic relationship to adjacent properties and whether its demolition shall be inconsequential to historic preservation needs of the area.
2. If the demolition application meets the above criteria, the applicant may need to provide the HP with a reuse plan for the property. Approval of this plan (via a Certificate of Appropriateness or Certificate of No Effect as determined by HP staff) is needed prior to obtaining HP approval for the demolition work.
3. If a demolition application is denied, the applicant has the option to submit a Request for Certification of Economic Hardship and request a hearing. (see the information on page two). Otherwise, the city cannot issue a demolition permit on the property for a period of one year from the date of the denial. For properties designated as "landmarks," the restraint of demolition applies for three years (see §813.C & D of the *Zoning Ordinance*).
4. From the time the demolition restraint expires or demolition approval is granted, the owner has one year to obtain a city demolition permit and complete all demolition work. The HP may grant a one-time six-month extension if the demolition work is not completed within one year due to unforeseeable circumstances. If the work is not completed within this time frame, the owner must re-apply for a demolition permit according to the regular demolition permit procedures delineated above.

REQUEST FOR CERTIFICATION OF ECONOMIC HARDSHIP PROCESS



APPEAL PROCESS

Any person aggrieved by the decision of the Historic Preservation Hearing Officer may appeal that decision *within five calendar days* of the action. The appeal form must be delivered in person to the HP by the specified date and time. If the fifth day falls on a weekend or holiday, the appeal period will expire at the close of business on the next regular business day (see §812.C.3.a-d of the *Zoning Ordinance*).

All appeals are heard by the city Historic Preservation Commission (HPC) at its next available meeting. Any person aggrieved by the decision of the HPC may appeal that decision to the Phoenix City Council. A written appeal must be filed in person with the HP *within five calendar days* of the HPC’s decision. All appeals of HPC decisions are heard by the City Council at its next available meeting.

IMPORTANT

The Hearing Officer, Historic Preservation Commission and City Council all act in a quasi-judicial manner for Certificate of Appropriateness 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 Historic Preservation 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.