APPLICABILITY

The certificate approval process applies only to **exterior work** that requires a building permit for properties listed on the Phoenix Historic Property Register (available at [https://www.phoenix.gov/pdd/historic/historicmaps](https://www.phoenix.gov/pdd/historic/historicmaps)). 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 that is clearly within the adopted design guidelines for historic properties, such as a small addition or rear patio cover that is not visible from the street. These certificates are frequently approved at the time of the initial request.

A **CERTIFICATE OF APPROPRIATENESS** (COA) must be applied for if the proposed work will make material changes that may alter, diminish, eliminate or affect the historic or architectural character of the property in any way. Larger additions and street-visible changes fall into this category. These certificates require an HP pre-application meeting and a public hearing to determine whether the proposed project meets the *General Design Guidelines for Historic Preservation*. This document and other valuable information are available on the HP Web site, [https://www.phoenix.gov/pdd/historic/historicservices](https://www.phoenix.gov/pdd/historic/historicservices).

HP staff makes all determinations regarding whether a CNE or COA is required.

HP accepts applications for approval during walk-in hours each business day from 12:30 p.m. to 5 p.m. Customers must sign in by 4 p.m. and may continue their transaction through the close of business at 5 p.m. Customers may also schedule an appointment if they are unable to attend walk-in hours.

**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 Phoenix *General Design Guidelines for Historic Properties*. Applicants are encouraged to meet with staff early in the process. Call the office at 602-261-8699 for an appointment. Pre-application meetings are valid for one year from the date of the meeting, after which time a new pre-application meeting is required.

Please bring **all** of the following materials to the pre-application meeting:

- **Current photographs, printed out**, of the main building from the front and side, and showing the area where proposed construction will occur, including any affected accessory structures;
- **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 you envision it;
- 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.
CERTIFICATE OF APPROPRIATENESS PROCESS

1. The applicant attends the required pre-application meeting with HP staff prior to submitting a Certificate of Appropriateness application. These meetings provide an opportunity for one-on-one feedback and technical guidance on meeting the General Design Guidelines for Historic Properties.

2. The applicant submits a completed application form, and all required materials, to HP. The assigned planner determines whether the application is administratively complete within 10 days of the date that the application is submitted. The hearing will be scheduled within 20 days of the determination that the application is administratively complete.

3. The city will post a sign on the property and send letters to the owner and neighborhood association providing information on the hearing date, time and scope of work. The sign must be posted for a minimum of ten days. Either the owner or a representative is strongly encouraged to attend the hearing. The applicant should obtain input on the project from neighbors and the affected neighborhood association prior to the hearing. (Neighborhood association contact information for these groups is available on the HP Web site or in the office.) The public may attend a COA hearing to express support or concerns regarding a proposed project or may send a letter to HP or an E-mail to historic@phoenix.gov.

4. The assigned planner will perform a site visit and then review the application to determine whether the project meets the city’s General Design Guidelines for Historic Properties. If necessary, the planner will propose any stipulations to make the project conform to the Guidelines. The planner will forward a staff report to the applicant within five days in advance of the hearing.

5. The hearing officer will provide the applicant with an opportunity to explain his/her application, answer questions and provide additional information. The hearing officer will approve or deny the application or continue the hearing (if additional information is needed). The hearing officer can add additional stipulations to the approval.

6. An appeal process is available for the applicant or other interested parties aggrieved by the decision of the hearing officer. See below for information regarding the appeal process.

7. After the hearing officer makes a decision, the applicant must wait at least six days before returning to HP because the applicant cannot apply for a building permit during the appeal period. If there is no appeal, the applicant may bring a minimum of three copies of final construction drawings. HP staff will evaluate the plans to ensure that the final plans reflect all changes required by the hearing officer. HP staff will stamp the plans approved and return two copies to the applicant within five days. An approved COA is valid for one year from the date of the final hearing. The hearing officer may hear application concerning property upon which a previous application has been heard only when the application does not involve the same site. HP staff will evaluate the plans to ensure that the final plans reflect all changes required by the hearing officer. HP staff will stamp the plans approved and return two copies to the applicant within five days. An approved COA is valid for one year from the date of the final hearing. The hearing officer may hear application concerning property upon which a previous application has been heard only when the application does not involve the same site.

8. The applicant then takes two copies of the approved plans to the Development Division (2nd floor) of the Planning & Development department to apply for a building permit.

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 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 of the City of Phoenix.

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 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.