



## **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](mailto: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](mailto: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](mailto: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.

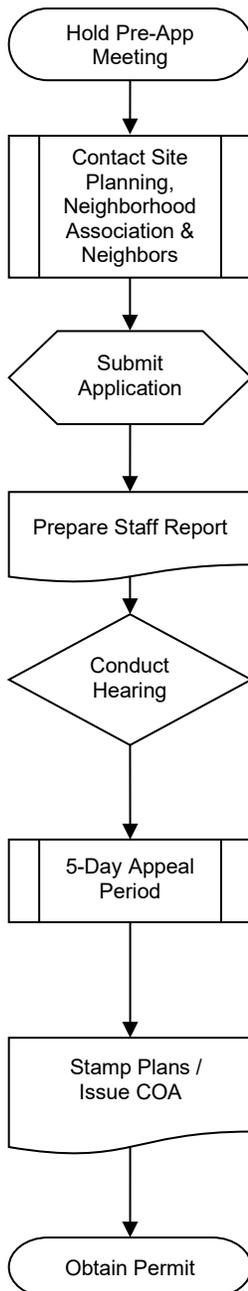
## **SUBMITTING AN APPLICATION**

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**



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 guidance on meeting the COA standards. Following the pre-application meeting, HP staff will provide a checklist containing all items required for the COA submittal.
2. Prior to making the COA submittal, applicants should consult with Site Planning staff to ensure all zoning requirements have been met. If Site Planning staff determines that a variance or use permit is required, it should be obtained prior to the COA submittal. Site Planning staff can be reached at 602-262-7811 or by E-mail at [pdd.siteplanning@phoenix.gov](mailto:pdd.siteplanning@phoenix.gov). Applicants are also strongly encouraged to discuss their projects with neighborhood representatives and immediate neighbors. A [list of neighborhood associations and contacts](#) is available on the HP website.
3. The applicant submits a completed application form and all required materials to HP staff. The assigned planner determines whether the application is administratively complete within 10 days of the date that the application is received. The hearing will be scheduled within 20 days of the date that the application is deemed complete. 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 10 days prior to the hearing.
4. During the 20-day time period, the assigned planner will prepare a staff report. Prior to preparing the report, the planner will visit the site and review the application to determine whether the project meets the standards for COA approval. If necessary, the planner will propose stipulations to make the project conform to the Standards. Staff reports are generally completed and E-mailed to the applicant and hearing officer three days prior to the hearing.
5. At the hearing, staff will present the staff report. 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, if necessary.
6. The hearing officer's decision is final unless an appeal is filed within five calendar days of the hearing. Any person aggrieved by the decision may file an appeal. The appeal form must be delivered in person to HP staff 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. All appeals are heard by the city's HP Commission at its next available meeting. Any person aggrieved by a decision of the HP Commission 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 HP Commission's decision. An appeal of an HP Commission decision will be heard by the City Council at its next available meeting. The City Council's decision will be final.
7. If the application is approved, the applicant or a representative may submit the final approved plans via E-mail. The earliest HP staff can approve plans is the next business day following the 5-day appeal period. The plans must reflect all stipulations required by the HP Hearing Officer in order for HP staff to stamp the plans. Plans that do not reflect all of the stipulations will be returned for correction. Once HP staff stamps the plans, they will be E-mailed back to the applicant along with the approved COA.
8. HP stamped plans may be uploaded to the [SHAPE PHX portal](#) (residential) or [ProjectDox](#) (commercial) for permit approval. Alternatively, the applicant may schedule an appointment to have plans approved in person. In this case, the applicant must bring a minimum of three sets of the plans to the HP Office. HP staff will stamp three sets of the plans (or more if required by the Development Division), keep one set, and return the rest to the applicant for permit submittal to the Development Division.

**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.