



## City of Phoenix

### PROCEDURES FOR REQUESTING HISTORIC DESIGNATION OF AN INDIVIDUAL PROPERTY OR NEIGHBORHOOD

**Step 1:** Send a written request to: City of Phoenix Historic Preservation Office, 200 West Washington Street, 17<sup>th</sup> Floor, Phoenix, Arizona, 85003. The written request should include at least basic information as to why the applicant thinks the property or neighborhood might be eligible for historic designation. Once the written request is received, a check will be made to see if the property or neighborhood is already listed in the Phoenix Historic Property Register or if there is any information available in the City's existing historic property surveys.

**Step 2:** If Historic Preservation staff has sufficient information to make a determination of eligibility, or if a determination has already been made, go to Step 3. If additional information is needed, the following will be required:

If the request is for an individual property, the applicant will need to complete a City of Phoenix / Arizona Historic Property Inventory Form for the property.

If the request is for a neighborhood, the applicant will need to obtain copies of the original subdivision plat map for each subdivision in the neighborhood. Copies of these maps may be obtained from the Maricopa County Recorder's Office web site ([www.recorder.maricopa.gov](http://www.recorder.maricopa.gov)). The applicant will then need to complete a Historic Property Inventory Form for at least one property in each subdivision that is representative of the type of structures found in the subdivision.

Historic Preservation staff will review this information and make a preliminary determination of eligibility. Staff may ask that corrections be made or additional documentation be provided before making a preliminary determination of eligibility.

**Step 3:** If the preliminary determination shows the property or neighborhood to be eligible, Historic Preservation staff will meet with the applicant to provide a copy of the National Register of Historic Places Registration Form along with an explanation on how to fill it out correctly. This form may be used to nominate a property or neighborhood to the Phoenix Historic Property Register, Arizona Register of Historic Places or the National Register of Historic Places. Once the Registration Form is completed, it will be reviewed by Historic Preservation staff to determine if corrections should be made or if additional documentation is needed. The State Historic Preservation Office (SHPO) may also review the application to determine if it is suitable for submittal to the Arizona and National Registers.

**Step 4:** Once the Registration Form has been reviewed and approved by City staff (and the SHPO, if appropriate), staff will request that the Historic Preservation Commission initiate Historic Preservation (HP) overlay zoning for the property or neighborhood. If the Commission grants the request, the item will be placed on the agenda of the Commission's next available designation meeting. The applicant will be responsible for posting signs and mailing letters to notify area residents and neighborhood associations of the rezoning application.

**Step 5:** The Historic Preservation Commission will hold a public hearing to review the case. Their recommendation is then forwarded to the Planning Commission for review in another public hearing. The Village Planning Committee assigned to the village in which the property or neighborhood is located may also review the case and make a recommendation. The City Council will then take into consideration all of these recommendations and make a final decision on the application. If the Council approves the application, the HP zoning overlay takes effect and the property or neighborhood is officially listed in the Phoenix Historic Property Register.