



City of Tempe
Historic Preservation Office
21 East 6th Street #208
Tempe, AZ 85281
www.tempe.gov/historicpres
480-350-8870

INSTRUCTIONS FOR FILING AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

This is a guide for preparing your plans and submitting an application for a Certificate of Appropriateness with the Tempe Historic Preservation Office (Tempe HPO). A Certificate of No Effect may be issued for minor work which does not materially change the historic character of the property. A Certificate of Appropriateness applies 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.

Tempe HPO determines which certification will apply and Applicants are encouraged to consult Tempe HPO prior to submitting an application for a Certificate of Appropriateness. For more information regarding the review process, please see the "Historic Preservation Permit Process Frequently Asked Questions" available in our office or online at: www.tempe.gov/historicpres

APPLICABILITY

The Certification process applies only to exterior work. Plans for interior work do not require review or approval from the Tempe HPO. However, in some cases, the Building Official may refer you to the Historic Preservation Office for this determination.

PRE-APPLICATION MEETINGS

Property owners are advised to review the project with Tempe HPO and obtain preservation recommendations prior to preparing architectural plans for a project that will require Certificate of Appropriateness. This can help to ensure a project is consistent with general design guidelines for historic properties. Call and give us the property address and the type of project you are undertaking so we can schedule a meeting for you and verify that a Certificate of Appropriateness will be 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 information** that will help the reviewer to understand the project.

SUBMITTING YOUR APPLICATION

When submitting an application, certain information is essential and must be included on your application form or shown on your plans. Without the required information, your application can not be properly reviewed. Please submit the application and the drawings with all of the required information. Certificate of Appropriateness applications that require a public hearing at the Historic Preservation Commission will be heard within 30 days of receipt of a complete application.

CERTIFICATE OF APPROPRIATENESS PROCESS

1. Applicants are encouraged to meet with Historic Preservation Office staff prior to applying for a Certificate of Appropriateness. These meetings provide an opportunity for one-on-one feedback and technical guidance for meeting general design guidelines for historic properties. Applicants should call ahead to schedule this meeting so that staff can visit the project site. Applicants should also bring site photos, an existing site plan drawing, and conceptual project drawings to the meeting.
2. Applicants will submit a complete application form, submittal checklist, and required submittal materials to determine if a Certificate of Appropriateness can be issued by the HPO or if a public hearing will be scheduled. Staff will determine the disposition of the application within two (2) business days of receipt of a complete submittal.
3. Historic Preservation Office staff will review the application to determine whether the project meets the city's general design guidelines for historic properties. If a public hearing will be held a staff report will be sent to the commission and the applicant approximately one week prior to the hearing.
4. At the hearing, the applicant will have the opportunity to explain his/her application, answer questions and provide additional information to the commission. The commission will approve, conditionally approve, deny or continue the hearing (if additional information is needed). The staff report will provide a recommended action for the commission and may also include recommended conditions for approval. The commission can add additional conditions or stipulations to the approval.
5. An appeal process is available for applicants or other interested parties who are aggrieved by the decision of the commission. A written appeal must be filed in person with the HPO within five (5) calendar days of the hearing decision (no faxes or emails). All appeals are heard by City Council at its next available meeting.
6. After the commission makes a decision, applicants must wait at least six (6) days before returning to the HPO as the applicant cannot apply for a building permit during the appeal period. Applicants bring final construction drawings for HPO evaluation to ensure that the final plans reflect all required changes. HPO issues a Certificate of Appropriateness to applicant valid for one (1) year from the date of the approval. Applicants bring copies of plans accompanied by the Certificate of Appropriateness to the Development Services Department to obtain a building permit.

CHECKLIST FOR CERTIFICATES OF APPROPRIATENESS

Drawings submitted for Certificates of Appropriateness or No Effect become the property of the Historic Preservation Office. Please be certain that you have a copy of them prior to submission.

Additional information may be required by Historic Preservation Office on a case-by-case basis.

1. COMPLETED APPLICATION FORM (Attached or available in the Historic Preservation Office.)

Project Submittal Application				
Project Information - Required				
Project Name:				
Project Address:			Suite No.:	☐
Proposed Use of Building/Suite:			Existing Zoning:	☐
Legal Description: ☐ Attached			Parcel No.:	☐
Description of Work/Request:				
			Valuation (for building plan review only):	
Applicant Information - Required				
Company or Firm Name:			Telephone 1:	Ext: _____
Applicant's Name:			Telephone 2:	Ext: _____
Applicant's Street Address :			Fax:	_____
City:	State:	Zip:	Email Address(es):	
Applicant Signature:			Date:	
For City Use Only				

2. SITE PLAN DRAWN TO SCALE (Minimum Size 11x17) Site plan to include:

- ☐ North arrow AND the scale used in the drawings.
- ☐ Lot dimensions and lot coverage (The total structural coverage provided on a lot or site inclusive of all roofed areas or structures capable of supporting a roof divided by the net area of the lot or size.)
- ☐ Current square footage, and square footage of proposed new construction.
- ☐ Location of existing and proposed property lines, streets, sidewalks, walkways, alleys, driveways, fences, walls, hardscape improvements, and parking lots.
- ☐ Setback dimensions of all structures from adjacent property lines (front, rear and sides).
- ☐ Location and dimensions of all existing structures, proposed additions, areas of alteration and new structures. This should include buildings, pools, carports, porches, patio covers, accessory buildings, windows, doors, walls, garages, mature trees or other landscape features which impact site planning.
- ☐ Distance between existing and new construction (from eave to eave).
- ☐ Location of all proposed demolition work. *NOTE: Projects with major demolition work may require a demolition plan.*

3. ELEVATIONS AND PLANS (Minimum Size 11x17) Elevations to include:

- ☐ Dimensioned drawings of ALL facades for each building affected by project, including existing and new construction (Clearly delineate existing and proposed construction on each facade).
- ☐ Elevation drawings labeled with the appropriate compass directions (i.e., north, south, etc) for each drawing.
- ☐ Floor plans for the new construction and existing building.
- ☐ All areas where exterior demolition work is to occur must be clearly noted on elevations, including any expansion of windows, doors, wall demolition, etc.
- ☐ Location and size of all existing and proposed windows, exterior doors, archway openings, or other openings in exterior walls. Clearly label which windows and doors are to be affected/changed, and which windows and doors will remain intact.
- ☐ Label primary building materials on existing construction and materials proposed to be used for new areas (e.g., stucco over 2" X 6" frame construction, etc.).
- ☐ Height at the ridgeline(s) from grade of all existing structures and proposed new construction and additions on the lot.
- ☐ Floor height and ceiling plate from grade for additions and new construction.

4. DETAILS: The following details are required depending on the project scope.

ROOFS

- ☐ For new construction or roof alterations and additions, include a scaled roof plan, roof configuration (e.g., hipped), dimensions and roof slope. For major alterations to historic roof, plan must show above information for both existing and proposed roof.
- ☐ If roof structure is to be removed, provide structural drawings by a licensed structural engineer, showing methods and materials for work as well as appropriate measures to ensure that exterior walls will remain in sound condition.
- ☐ Include a manufacturer's cut sheet or material sample for new roofs/roof additions.
- ☐ For existing and proposed flat roofs, elevations should show roof height with dashed line, as well as parapet wall height. No material sample required.
- ☐ Label existing and proposed roofing materials, including color, finish and material (e.g., composition 3-tab, dimensional composition shingle, tile, wood shingle, etc.).

WINDOWS AND DOORS

- ☐ Include a manufacturer's spec sheet and window schedule for new windows, window alterations and replacements. This schedule should list each window, be keyed to the elevation sheets and specify window materials, size, type (dual pane), configuration (eg. 3/1), method of operation (double hung, casement, etc.), finishes and visible transmittance rating (VTR). Include the dimensions of each existing window opening, as well.
- ☐ For new windows, include a dimensioned and profile section drawing (to scale, with the scale indicated below the drawing) showing where windows will be installed in the wall structure and extent of recess from exterior wall.
- ☐ For new doors, include a door schedule, listing each door, keyed to the elevation sheets and specify materials, size, type (dual pane), method of operation (French door, etc.), finishes and visible transmittance rating (VTR) and a manufacturer's cut sheet, shop drawing or photograph of the proposed door.
- ☐ For new screens, please submit scaled drawings of proposed units, along with material sample or manufacturer's cut sheet for the screening material and frame.
- ☐ For window and door reconstructions in historic buildings, please include detailed documentation along with window/door proposal. Additional shop drawings may be required to evidence that window/door reconstructions match original design.

EXTERIOR WALLS

- ☐ For all frame construction, specify size of framing (e.g., 2" X 6" construction).
- ☐ Delineate any proposed changes to wall surfaces/finishes on elevation drawings.
- ☐ Major alterations, such as second-story additions to one-story structures, require structural drawings by a licensed structural engineer.
- ☐ For all wood or other siding materials, specify siding type (wood clapboard), size, materials, whether siding will be installed vertically or horizontally, and finish (e.g., painted or stained), and provide a material sample or manufacturer's cut sheet.
- ☐ For stucco finishes, please indicate finish type, e.g., "sand stucco finish."
- ☐ For restoration or reconstruction work on historic buildings (porches, columns, brackets, decorative cornices, etc.), include documentation of original design and detailed methods/specifications for completing work.
- ☐ For cleaning or masonry re-pointing work, include detailed specifications regarding the methods to be employed. Plans should provide for a sample patch and approval of sample by the HPO, as determined by HP Planners.

PORCHES/DECORATIVE ELEMENTS

- ☐ For awnings, patio covers and carports: specify finish and submit a material sample or manufacturers cut sheet for selected products.
- ☐ When attaching new awnings, patio covers and carports include a section drawing indicating the method of attachment to the building and exact location of attachment.
- ☐ For porches, clearly identify the size, shape, and materials for all columns, railings and balustrades, and the spacing between them.

FENCES, WALLS, UTILITIES, SOLAR EQUIPMENT AND SITE FEATURES

- ☐ For new or modified fences and walls, include materials and finish, height and location.
- ☐ Fences and returns must comply with the revisions to Zoning Ordinance §703 regarding the allowable height and location of fences and retaining walls, which requires that:
 - Fence returns or gates within an Historic Preservation overlay district must be set back from the front corners of the house at least 3';
 - Front yard fences not exceed 36"
 - All fences within an HP overlay district must obtain a CNE or COA
- ☐ For new gates, both vehicular and pedestrian, identify the materials and design on plans through a sketch or manufacturer's spec sheet
- ☐ For new and modified driveways, sidewalks, walkways and parking areas, specify materials and location of installation.
- ☐ For single family homes and duplexes, identify the location of mechanical units and utilities, including electrical and gas meters.
- ☐ For infill housing, and all projects involving multi-family housing, institutional and commercial applications, include: landscaping plan, and detailed information (location and design) on all proposed parking, lighting, dumpsters, air conditioning, water coolers, mechanical systems, electrical meters, fire hydrants, retention, ramps, and backflow prevention devices.
- ☐ Solar Energy Equipment:
 - All submittals must be drawn to scale and follow these instructions, including elevation drawings, roof plans and site plans.
 - The number of solar panels and the dimensions of each panel must be listed on the drawings.
 - Manufacturer's spec sheet and photographs/brochures must be submitted with application.
 - Submittal must also comply with the Residential Solar Systems submittal requirements from Development Services.
 - Perspective drawings, if necessary, to demonstrate the visibility or lack thereof, of the panels.

5. INFILL In addition to the items listed above, please provide the following for all new detached housing units:

- ☐ Height at the ridgeline(s) of a minimum of three (3) similar properties on adjacent lots (not including vacant lots; must include houses on both sides).
- ☐ Front setback of a minimum of three (3) similar properties on adjacent lots (not including vacant lots; must include houses on both sides).
- ☐ Photographs of lot in question AND photographs of a minimum of three (3) similar properties on adjacent lots (not including vacant lots; must include houses on both sides.)
- ☐ Height of floor plate from grade of a minimum of three (3) similar properties on adjacent lots (not including vacant lots; must include houses on both sides.)
- ☐ Information showing that the plans meet the International Energy Conservation Code 2004.

LANDSCAPING AND SITE WALLS

- ☐ Minimum 4-foot high block wall, wrought iron fencing, or equivalent enclosure between rear building and rear lot line. Wall return or gate must be set back at least 3' from the front façade of the house to reveal windows, chimney or other architectural features.
- ☐ Note front yard landscaping on site plan as a minimum*:
 - ◇ One, 2-inch caliper accent tree.
 - ◇ Five, 5-gallon drought resistant shrubs.
 - ◇ Dust-proofing with turf and ground cover, rock, decomposed granite or equivalent.
 - ◇ An irrigation system with an electric timer.

6. SIGNS: (See sign checklist for complete information)

- ☐ Full color depiction of the sign itself on 8 ½" x 11" paper showing the design, colors, materials and ALL dimensions of the sign (height, width and depth) and sign pole (where applicable), as well as a mounting detail (unless using existing mounting or freestanding sign).
- ☐ Color photographs showing the proposed location for the sign on the site/building and its relationship to other buildings and landscape features.
- ☐ Paint chip or surface finish sample for all proposed sign surfaces.
- ☐ Mounted Signs: Provide a dimensioned drawing on 8½" x 11" paper showing the exact placement of the sign on the building, the dimension of the building walls and lighting scheme (if either internally or externally illuminated).
- ☐ Free-Standing Signs: Also include a dimensioned site layout showing the proposed placement of the sign on the legal lot in question, its relationship to other buildings and landscape features and location of any lighting (if either internally or externally illuminated).
- ☐ Projecting and Awning Signs: Show the type of bracket proposed, the distance from the bottom of the sign to the sidewalk, and the width of the sidewalk at the proposed location.
- ☐ Buildings with multiple tenants: signage applications must include overall signage plan for the building. At a minimum, include drawings and/or photos to show all proposed existing signage for each exterior building feature.

EXAMPLE OF SITE PLAN

SHOW EXISTING ALLEYS

SHOW PROPERTY LINES WITH LOT DIMENSIONS

SHOW PUBLIC UTILITY EASEMENTS

DETACHED STRUCTURES

POOLS & SPAS
SHOW POOL/SPA
EQUIPMENT LOCATIONS

ROOM ADDITIONS

SHOW LOCATIONS AND ABOVE
GROUND HEIGHTS OF ALL ELECTRICAL
AND SERVICE CABLES AND WIRES

COVERED PATIO
PATIO ENCLOSURES

CARPORT

GARAGE
ENCLOSURES

EXISTING DWELLING
SQ. FT.

SHOW SIZE AND LOCATIONS OF GAS METERS
PROPANE TANKS AND ELECTRICAL PANELS
WHEN APPLICABLE TO PERMIT APPLICATION

PROPERTY LINES

SIDEWALK, CURB AND GUTTER

ADDRESS

□ GIVE DIMENSIONS REPRESENTED BY "X"-X" WHEN APPLICABLE TO PERMIT APPLICATION
□ SHOW SIZE AND LOCATIONS OF ALL EXISTING STRUCTURES, POOLS AND SPAS
□ SHOW SIZE AND LOCATION OF OFF STREET PARKING WHEN GARAGE/ CARPORT IS ENCLOSED INTO LIVABLE AREA

↑ NORTH

SCALE _____' = _____'

For Reference Only	Title
	Site Plan
Residential Structures (Example)	Sheet No.
	RES - 01

http://www.tempe.gov/bsafety/Applications_Forms/applications_and_forms.htm

For more information, or to obtain a copy of this publication in an alternate format,
call 480-350-8870 Voice / 480-350-8913 TTD.

CERTIFICATE OF APPROPRIATENESS
APPLICATION INSTRUCTIONS
HPC APVD 07/08/2010

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ADOPTED BY THE TEMPE HISTORIC PRESERVATION COMMISSION JULY 8, 2010

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