

**THE ARIZONA STATE HISTORIC PRESERVATION OFFICE  
REVISED POLICY STATEMENT FOR  
RECOMMENDATIONS OF ELIGIBILITY OF BUILDINGS  
TO THE ARIZONA REGISTER OF HISTORIC PLACES**

March 25, 2011

As a guide to consultants, the SHPO staff and the Historic Sites Review Committee the following standards for integrity and eligibility will be applied to buildings being nominated to the Arizona or National Registers of Historic Places under criterion C: Design/Construction. These policies are primarily designed to address the eligibility of buildings as contributors to historic or architectural districts. The eligibility of an individual building will often require the presence of a higher level of integrity. To be eligible a building must convey its significance by maintaining its integrity. Changes that respect the integrity of a historic building do not alter its significance.

**THE ORIGINAL BUILDING**

1. Evaluation of exterior integrity will continue to be the primary focus of survey work with most attention given to the primary façade.
2. In general, the primary facade must have a majority (51%) of its features intact, and at least 75% of all exterior walls must be present.
3. In general, either the historic wall materials and details must be intact and visible, or the historic massing and openings (doors and windows) must be intact and visible. If both are missing or are hidden behind non-historic materials the building will not be eligible for lack of integrity. In the future, if the non-historic materials are sufficiently removed to prove the existence of intact historic materials, details or openings, the property can then be reevaluated for eligibility.
4. Only the uncovering and exposure of historic materials, not the restoration of missing features, can affect the evaluation of historic integrity. Although the accurate replacement of missing features shall be encouraged, their replacement will play no role in the evaluation of historic integrity.
5. At the request of an owner, the SHPO, or a member of the HSRC, the SHPO staff or qualified consultant can undertake a comprehensive evaluation of a potential historic property. This expanded evaluation may include the exterior, interior and setting of the property utilizing the federal tax act application "Part 1" evaluation format.
6. Interior features including the building's structural system which are found to be rare or of high artistic merit will indicate that the building is potentially eligible even if the exterior integrity is marginal, but in any evaluation at least 75% of the original exterior walls must be intact. In only very rare cases can a

building be eligible for its significant interior features if its primary facade has been extensively altered or completely replaced. In general, the complete removal of the primary facade indicates an irreparable loss of integrity no matter how much documentation exists for reconstruction.

7. As part of a comprehensive evaluation the age and rarity of the resource will be addressed within an historical context and a comparison with other similar properties. In general, the older or rarer the property the less integrity will be required for eligibility. Indigenous buildings over 100 years old, vernacular or designed buildings constructed by hand utilizing square nails, or unique one of a kind buildings will be given the greatest leniency in relationship to level of integrity.
8. Although the National Register program allows buildings to be nominated under criterion D, it will be applied to buildings only in cases when there is an indication that the building is likely to yield important information on construction technology, stylistic evolution, or artistic design. If these factors are clearly visible then the building must be nominated under criterion C. If significant below ground archaeological resources are present on the building site then the property should be nominated under both criteria.

#### BUILDING ADDITIONS

1. For building additions within the property's period of significance:
  - a. The significance of the addition must be assessed regardless of compliance with the Secretary's Standards.
  - b. If determined significant the property should be considered eligible.
  - c. If determined not to be significant but still meets the Secretary's Standards the building should be considered eligible.
  - d. If determined not to be significant and not to meet the Standards but considered minor the property should be considered eligible.
  - e. If determined not to be significant, not to meet the Standards and having a major effect on the integrity of the building, the property should be considered ineligible.
2. For building additions outside the property's period of significance:
  - a. If the addition meets the Secretary's Standards the property should be considered eligible.
  - b. If the addition does not meet the Standards but is considered minor the property should be considered eligible.
  - c. If the addition does not to meet the Standards and has a major effect on the integrity of the building, the property should be considered ineligible.
3. To meet the Secretary's Standards an addition should to the greatest extent possible:
  - a. Be located at the rear or on an inconspicuous side of the historic building. Front facade additions are limited to simply designed carports, porches or balconies.
  - b. Be limited in its size and scale in relationship to the historic building or district.

- c. Be designed to be clearly differentiated or distinctive from the historic building but be compatible with it in terms of mass, materials, relationship of solid to voids, and color thus making clear what is historic and what is new.
- d. Be designed not to obscure the character defining features of the historic building.
- e. Be designed with setbacks or offsets from the roof and/or wall planes or have a neutral spacer such as glass between original fabric and the new addition and be as inconspicuous as possible when viewed from the street.
- f. Be placed behind the front roof slope if designed taller than the original building.
- g. Defer all new work to the original building.
- h. Leave original exterior walls in place even if enclosed within the addition. And,
- i. Match original roof slopes and eave widths.

#### PORCH AND/OR CARPORT INFILL ADDITIONS

1. For porch or carport infill additions within the property's period of significance:
  - a. The significance of the infill must be assessed regardless of compliance with the Secretary's Standards.
  - b. If determined significant the property should be considered eligible.
  - c. If determined not to be significant but still meets the Secretary's Standards the property should be considered eligible.
  - d. If determined not to be significant and not to meet the Standards the property should be considered ineligible.
2. For porch or carport infill additions outside the property's period of significance:
  - a. If the infill meets the Secretary's Standards the property should be considered eligible.
  - b. If the infill does not to meet the Standards the property should be considered ineligible.
3. To meet the Secretary's Standards a porch or carport infill addition should to the greatest extent possible:
  - a. Not destroy character-defining features of the original building including any porch or carport features.
  - b. Not destroy the original bay expression of the original porch or carport.
  - c. Be infilled with panels of glass, glass block, stucco or horizontal wood siding that are distinctive but compatible with the original building and reinforce the bay expression of the original feature.
  - d. Not incorporate discrete openings but utilize grouped or ribbon openings that blend with the infill panels. New doors should not be on primary facades.
  - e. If infilled as a garage, incorporates a plane and simple garage door that matches the full width of the original carport.
  - f. Have any new walls offset inward from the original bay structure or have new walls that express the underlying structural bays as a surface treatment.
  - g. Defers to the original building, porch and/or carport.

- h. Retains the original driveway location.

#### FRONT YARD SOLID WALLS OR FENCES

1. For front yard solid walls or fences within the property's period of significance:
  - a. The significance of the wall must be assessed.
  - b. If the wall or fence is determined significant the property should be considered eligible.
  - c. If the wall or fence is determined not to be significant and blocks the view of the historic building the property should be considered ineligible.
  - d. If the wall or fence is determined not to be significant but meets these policies then the property should be considered eligible.
2. For front yard solid walls or fences outside the property's period of significance:
  - a. If the wall or fence meets these policies then the property should be considered eligible.
  - b. If the wall or fence does not to meet these policies then the property should be considered ineligible.
3. To meet this solid wall or fence policy any solid wall or fence should to the greatest extent possible:
  - a. Have a maximum height of 4 feet (48 inches) and be placed at the front property line in order to maintain the historic relationship of the building to the front yard and the relationship of the building to the public street.
  - b. Have openings or breaks that allow the building and the character defining features to be viewed from the street. If the openings and breaks exceed 25% of the width of the lot then the wall may exceed the 4-foot height restriction.
  - c. Be designed to meet the Secretary of the Interior's Standards for Rehabilitation and defer to the historic building.

#### LANDSCAPING

1. Historic property landscaping must be consistent with one of the following treatments for historic properties: preservation, restoration or rehabilitation.
  - a. Landscaping preservation retains the character of the landscape per the date of the survey. Historic changes and alterations are respected but additional changes are discouraged.
  - b. Landscaping restoration returns the landscaping to an earlier specific time period. Restoration must be based on research from physical evidence, historic photographs and/or written documentation.
  - c. Landscaping rehabilitation retains significant features from the past while allowing non-historic replacement materials and added features that are distinctive but compatible with the historic landscaping.
2. For landscaping features over 50 years old at the time of survey:
  - a. The significance of the landscaping must be assessed.
  - b. If the landscaping is determined significant the property should be considered eligible.
  - c. If the landscaping is determined not to be significant and blocks the view of the historic building the property should be considered ineligible.

- d. If the landscaping meets these policies then the property should be considered eligible.
3. For landscaping features less than 50 years old at the time of survey work:
  - a. If the landscaping meets these policies then the property should be considered eligible.
  - b. If the landscaping does not meet these policies then the property should be considered ineligible.
4. To meet this landscaping policy the landscaping should to the greatest extent possible:
  - a. Meet the Secretary of the Interior's Standards for the selected treatment.
  - b. Retain the historic relationship between the building, landscape features and open space.
  - c. Not introduce new landscape features that are out of scale or otherwise inappropriate to the historic setting.
  - d. Not introduce new landscape features or plant materials that are visually incompatible with the site or destroys site patterns or vistas including the view of the primary building.
  - e. Have any new hardscape features defer to the historic building.

#### RECOMMENDATIONS OF ELIGIBILITY

1. In cases of clear eligibility (consensus by the SHPO staff) the SHPO can determine eligibility without HSRC consultation. An eligibility statement signed by the appropriate staff and the SHPO must be on file with a State Inventory Form. Files containing properties that have been determined eligible will be clearly marked for identification.
2. Properties of marginal or questionable integrity by staff in need of a recommendation of eligibility will be brought to the HSRC for comment. The HSRC will receive a completed State Inventory Form and a staff report addressing the eligibility of the property. If the HSRC considers the property eligible, such statement, if agreed to by the SHPO, will be signed and filed with the State Inventory Form.

Adopted by the Historic Sites Review Committee (HSRC)  
March 25, 2011

Prepared by James Garrison, State Historic Preservation Officer  
State Historic Preservation Office, Arizona State Parks