



**Historic Preservation Office
20 E. Main Street, Suite 130
Mesa, AZ 85201
(480) 644-5821**

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 to obtain a Historic Clearance.

APPLICABILITY

Application forms are available at the Mesa Historic Preservation Office and are completed at the time you submit your plans.

- 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.

The Mesa Historic Preservation Officer (HPO) makes all determinations regarding whether COA is required. **Please note that a Pre-Application Meeting is required prior to submitting a Certificate of Appropriateness application for a Clearance.** The property owner or owner's representative must sign the application. Details regarding the required submittal materials are included in this packet.

PRE-APPLICATION MEETINGS

Prior to having architectural plans drawn up, property owners should meet with the City Historic Preservation Officer to review the proposed project, and obtain recommendations to ensure a proposed project is consistent with the ordinance, established design guidelines, and United States Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings". A pre-application meeting will include a complete discussion of intended plans, an understanding of application requirements and a preview of the review process. The applicant should bring all relevant persons involved with the renovation project to the pre-application meeting, particularly the architect and contractor.

Information & Materials for Pre-Application Meeting

- ❖ 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;
- ❖ 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;
- ❖ Elevation and site plan drawings of the proposed project;
- ❖ Historic photos of the property in the case of restoration projects, and
- ❖ Copy of Building Permit Application if submitted.
- ❖ Any other information that will help the historic preservation officer to understand the project.

Submitting Application

When submitting an application, certain information is essential and must be included on your application form or shown on your plans. Please submit the application and the drawings with all of the required information as outlined in the following checklist. *The Historic Preservation Office will make all determinations as to whether the application is complete.*

Information necessary for completing the application form is listed in the checklist on the following pages. Within (5) business days of your application submittal, the historic preservation officer with whom the pre-application meeting was held will review the plans for completeness and contact you for additional information.

CERTIFICATE OF APPROPRIATENESS (COA)

1. Applicants attend required pre-application meeting with the Mesa Historic Preservation Office (HPO) prior to submitting a Certificate of Appropriateness application. This meeting provides an opportunity for one-on-one feedback and technical guidance for consistency with Historic Preservation Ordinance, design guidelines, and the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.
2. Applicants submit a complete application form, submittal checklist, and all required submittal materials to the HPO. City staff determines whether an application is complete within five (5) business days. The historic preservation officer will contact you if additional information is required.
3. The Historic Preservation Officer will review the application to determine whether the project meets the city's Historic Preservation Ordinance, design guidelines, and the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.
4. The Historic Preservation Officer will contact the property owner to discuss any outstanding issues or issue a letter of clearance to approve, approve with conditions, or deny the application.
5. An appeal process is available for applicants or other interested parties who are aggrieved by the decision of the historic preservation officer. A written appeal must be filed in person with the Historic Preservation Officer within days of the decision. All appeals are heard by the city Historic Preservation Committee at its next available meeting.

CHECKLIST FOR CERTIFICATE OF APPROPRIATENESS

1. **COMPLETED APPLICATION FORM (Available in the Historic Preservation Office or by calling (480) 644-5821 or e-mailing at anne.mullins@cityofmesa.org)**
2. **SITE PLAN DRAWN TO SCALE 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 addition or 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 existing structures, proposed additions, areas of alteration and new structures. This should include building, pools, pool cages, 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 11 X 17) 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 façade.
 - Elevation drawings labeled with the appropriate compass directions (i.e. north, south, etc) for each drawings.
 - Floor plans for 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, accessory structure demo, 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.
 - Height at the ridgeline(s) from grade of all existing structures and proposed new construction and additions on the lot.
 - Floor height from grade for additions and new construction
 - Ceiling plat from grade for additions and new construction

4. Photographs depicting each cardinal elevation (North, South, East, & West). These may be digital and e-mailed to staff or included in the application.

- ❑ Photographs attached in application
- ❑ Digital Photos submitted to staff electronically

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

ROOFS

- ❑ For new construction or roof alterations and additions, include scaled roof plan, roof configuration (e.g. hipped or gabled), dimensions and roof slope/pitch. For major alterations to historic roof, plan must show above information for both existing and proposed roof.
- ❑ 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 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), method of operation (double hung, casement, jalousie etc.), finishes and visual transmittance rating (VTR)
- ❑ For new windows, include a dimensional and scaled profile section 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 visual transmittance rating (VTR) and a manufacturer's cut sheet, shop drawing or photographs of the proposed door

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.
- ❑ For all wood or other siding materials, specify siding type (wood clapboard, hardiboard, shake), 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 method/specifications for completing work.
- ❑ Paint color for all projects in the Town Centre area.

- ❑ For cleaning or masonry re-pointing work, include detailed specifications regarding the methods employed.

PORCHES/DECORATIVE ELEMENTS

- ❑ For awnings, patio covers and carports specify finish and submit a material sample or manufacturer’s cut sheet for selected products.
- ❑ When attaching new awnings include 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.
- ❑ Paint color for all projects in the Town Centre area.

FENCES, WALLS, UTILITIES, AND SITE FEATURES

- ❑ For new or modified fences and walls, include materials and finish, height and location.
- ❑ For new and modified driveways, sidewalks, walkways, and parking areas, specify materials and location of installation.
- ❑ 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, and structures to include: dumpsters, air conditioning, water coolers, mechanical systems, electrical meters, fire hydrants, retention, ramps, and backflow prevention devices.
- ❑ Paint color for all projects in the Town Centre area.

6. 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 (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 house on both side).
- ❑ Paint color for all projects in the Town Centre area.

7. Demolition Applications Only:

- ❑ Provide information regarding the historic, scenic, or architectural significance to include age and construction method and importance of building to the district or community
- ❑ Provide information on future utilization of the site including proposed replacement buildings, structures, or landscapes and timetables.
- ❑ Demolition Plan
- ❑ For buildings nominated or proposed for Historic Landmark (HL) or Historic Preservation (HP) overlay district a stay of demolition will be in effect for six (6) months.

8. Moving Applications Only:

- ❑ Provide information on the future utilization of the site.
- ❑ Provide information on the ability to move the building or structure without significant damage including timetables
- ❑ Provide information on the compatibility of the building to the proposed relocation site and surrounding area with the historical and architectural character of the building or structure shall be considered.

9. SIGNAGE:

- ❑ 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), as well as a mounting detail (unless other existing mounting), type of lettering, color and type of illumination (internally lighted, back lighted, neon, and indirectly lighted etc.)
- ❑ Dimensional drawing on 8 ½" X 11" paper showing the exact placement of the sign on the building, the dimension of the building walls and lighting (if included).
- ❑ Color photographs showing the proposed location for the sign on the site/building and its relationship to the other buildings (may be digital and sent directly to Historic Preservation Office).
- ❑ Paint chip or surface finish sample for all proposed sign surfaces.
- ❑ 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.
- ❑ Free-Standing Signs: Also include a dimensional site plan showing the proposed placement of the sign on the site and its relationship to other buildings, structures, right-of-way, and landscape features.
- ❑ Buildings with multiple tenants: Signage applications must include overall signage plan for the buildings. At a minimum, include drawings and/or photos to show all proposed and existing signage for each exterior building feature.
- ❑ Paint color for all projects in the Town Centre area.



Certificate of Appropriateness Application

Request: Maintenance/ In-Kind Repair Addition Alteration
 Demolition New Construction Section 106 Signage

<u>I. APPLICANT INFORMATION</u>		
Property Owner Name:	Phone #: ()	Cell #: ()
Address:	City/State/Zip Code:	Email
Applicant (If different than property owner):	Phone #: ()	Cell #: ()
Address:	City/State/Zip Code:	Email
Project Address:		

II. PROJECT INFORMATION

1. Provide a detailed description of all work to be conducted on site. Attach additional sheets if needed.

Continued on additional sheets

2. Provide a detailed description of materials to be used. (copies of brochures, color, etc.)

Continued on additional sheets

3. If a demolition is requested, provide a detailed description of plans for the property.

Continued on additional sheets

III. APPLICATION REQUIREMENTS

Required for Certificate of Appropriateness Review Applications.

For new development, renovations, additions, and alterations to a historic structure/property include the following: Refer to the Application Checklist for more detail.

- Plan(s) of work with:
 - (a) site plan (with annotated notes showing existing site & requested work)
 - (b) floor plan with dimensions (for additions)
 - (c) elevation with dimensions (for exterior renovations)
 - (d) annotated notes on materials to be used
- Photographs of the building and location where the proposed work will be completed)
- Supporting materials (brochures, photo of similar products, estimates, etc.)

For the Painting of a Historic Structure in the Town Centre include the following:

- Sample of paint color to be used and location. (brochures, color palette, etc.)
- Photographs of the building (at least one photograph of the front of the building)

Sandblasting is prohibited. The painting of brick and/or stone is discouraged unless the brick and/or stone was previously painted. Additional information may be requested.

Required for Demolition Review Applications.

- Site Plan showing boundaries and structures; highlight the structure(s) the applicant is requesting to demolish.
- Photographs of the building (at least one photograph of each façade of the structure(s) to be demolished plus, interior shots or details to support your request.)
- If the request is based on the condition of the structure(s) provide the following:
 - (a) Estimate(s) from qualified professionals familiar with historic resources for renovation/upgrading/and demolition costs.
 - (b) Provide detailed photographs, documentation, and any other information that is necessary.

Site Visit.

The Historic Preservation Officer and other professionals shall be provided the opportunity to conduct a site visit during the review. Historic Preservation Committee members may require on-site visit during this process, as well.

Secretary of Interior’s Standards.

The City of Mesa uses the Secretary of Interior’s Standards for Historic Preservation in evaluating all Certificate of Appropriateness applications.

State Property Tax.

If you are receiving or considering the state’s tax incentive for historic properties the State Historic Preservation Office (SHPO) must clear work prior to commencement.

Applicant/Authorized Signature _____ **Date** _____

NOTE: Signature constitutes Applicant’s certification that Applicant is the property owner or is an authorized agent of the property owner, and that the application submittal documents comply with Mesa City Code.

*** A Certificate of Appropriateness is not a building permit. Please contact City of Mesa Building Safety, Planning, and/or Town Center to determine if any other reviews/permits are required.**

Building Safety	(480) 644-4273
Planning	(480) 644-5821
Town Center	(480) 644-3959