

Upload these documents 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 Center 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.

Upload these documents 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 Board 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.

*** A Certificate of Appropriateness is not a building permit. Please contact City of Mesa Development & Sustainability to determine if any other reviews/permits are required.**

The City wishes to notify all applicants of certain rights the applicant has related to the issuance of a license. The City shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition. Unless specifically authorized, the City shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable, however this does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes. The City shall not request or initiate discussions with a person about waiving that person's rights provided to them under Arizona Revised Statutes Title 9, Chapter 7, Article 4. The requirements of A.R.S. § 9-843 may be enforced in a private civil action and relief may be awarded against the City and the court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in such an action against a municipality. A City employee may not intentionally or knowingly violate A.R.S. § 9-843 and a violation of the statute is cause for disciplinary action or dismissal pursuant to City policy. The requirements of A.R.S. § 9-834 do not abrogate the immunity provided to the City or its employees by A.R.S. § 12-820.01 or § 12-820.02.

**Historic Preservation Office
55 N Center St
Mesa, AZ 85201
(480) 644-4273**

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.

APPLICABILITY

- A Certificate of Appropriateness (COA) is used to establish that proposed work will not make material changes that may 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 no-charge Pre-Application Meeting is required prior to submitting a Certificate of Appropriateness application.** Details regarding the required submittal materials are included in this packet.

PRE-APPLICATION MEETINGS

Prior to having building permit plans drawn up, property owners meet with the City Historic Preservation Officer to review the proposed project, and discuss ordinances, requirements, established design guidelines, and the United States Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

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 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;
- ❖ Any other information that will help the historic preservation officer to understand the project.

Submitting Application

Please submit the documents 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.*

CHECKLIST FOR CERTIFICATE OF APPROPRIATENESS

1. APPLICATION THROUGH DIMES:

- Available at <http://www.mesaaz.gov/residents/historic-preservation>

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 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).**

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 Center 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 colors.

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 colors.

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 Center 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 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.)
- ❑ Dimensioned drawing 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 colors.

CERTIFICATE OF APPROPRIATENESS PROCESS

1. Applicants attend required pre-application meeting with the Mesa Historic Preservation Office (HPO) prior to submitting a Certificate of Appropriateness (COA) 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. 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 15 days of the decision. All appeals are heard by the city Historic Preservation Board at its next available meeting.