HISTORIC LANDMARK NOMINATION PROPOSAL
& HL REZONING APPLICATION

OVERVIEW:

Historic Landmark designation is a zoning overlay which is added to the base zoning of a specific tract of land (for example R-1 becomes HR-1).

Designating an HL is a three part process. The steps to establish a Historic Landmark (HL) (Article 5.8.6 UDC) are as follows:

STEP 1 (PRE-APPLICATION CONFERENCE):

1. A pre-application conference with City of Tucson Historic Preservation Office and Rezoning staff is required in accordance with UDC Section 3.2.1. A Pre-Submittal Application and fee of $100 is due at the time of the meeting.

2. The pre-application conference is designed to assist the applicant by providing as much information as possible regarding City regulations and requirements and how they may affect the proposed project's scope and design, prior to submission of a formal application.

3. At the pre-application conference, the applicant shall describe the HL request and Nomination Proposal in sufficient detail to enable the City to provide preliminary comments.

STEP 2 (HL NOMINATION PROPOSAL):

1. The applicant prepares and submits **Nomination Proposal Package** to the City of Tucson Historic Preservation Office. Requirements regarding Nomination Proposal can be found in SUBMITTAL CHECKLIST, attached. HPO staff may request additional information to assist in review. HPO staff reviews the nomination package for eligibility criteria and completeness within 14 days.

2. If the nomination is accepted by the HPO, the applicant attends a public **Tucson-Pima County Historical Commission Plans Review Subcommittee** meeting and presents the nomination proposal and any other evidence of historical significance and integrity. The Subcommittee votes to recommend approval of the nomination proposal.

3. The Planning and Development Services Department Director issues an approval letter.

STEP 3 (REZONING – HL DESIGNATION):

1. Hold Neighborhood Meeting

2. Submit Rezoning Application

3. Zoning Examiner Public Hearing

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EMAIL: DSD_ZONING_ADMINISTRATION@TUCSONAZ.GOV

4. Mayor and Council Decision

WHERE TO APPLY: Historic Preservation Office/Rezoning, City of Tucson Planning & Development Services, 201 N. Stone, 3rd Floor, Tucson, AZ 85701.

SUBMITTAL REQUIREMENTS FOR HL NOMINATION PROPOSAL: Refer to Submittal Checklist. Complete application form and supplemental materials are required. Digital files and one hard copy of the nomination package are required.

THE FOLLOWING DEFINITIONS AND STANDARDS ARE CONSIDERED WHEN REVIEWING A CITY HISTORIC LANDMARK NOMINATION APPLICATION:

Historic Landmark (UDC Article 11.4.9, Definitions) - A historic site or structure of the highest historic, cultural, architectural, or archaeological importance to Tucson that if demolished or significantly altered would constitute an irreplaceable loss to the quality and character of Tucson. A Historic Landmark is an outstanding or unique example of architectural style; is associated with a major historic event, activity, or person; or has unique visual quality and identification. A Historic Landmark may be located within the boundaries of or outside a historic district.

Historic Site or Historic Structure (UDC Article 11.4.9, Definitions) - A building, structure, object, or site, including vegetation or signs located on the premises, that:

- Dates from a particular significant period in Tucson's history, i.e., prehistoric, native indigenous, Pre-Colonial (before 1775), Spanish Frontier (Colonial) (1775-1821), Mexican Frontier (1821-1853), Territorial (1854-1912), Post-Territorial (1912-1920), or Post-World War I Development (1920-1945), or relates to events, personages, or architectural styles that are at least 50 years old; however, outstanding examples less than 50 years old should be evaluated on their own merits; and
- Is associated with the lives of outstanding historic personages; or
- Is associated with significant historic events or occurrences; or
- Exemplifies the architectural period in which it was built and has distinguishing characteristics of an architectural style or method of construction or is the notable work of a master builder, designer, or architect whose individual genius influenced his/her age; or
- Contributes information of archaeological, historic, cultural, or social importance relating to the heritage of the community; or
- Relates positively to buildings in its immediate vicinity in terms of scale, size, massing, etc., such that its removal would be an irreparable loss to the setting.

Standards for Establishing and Amending HLs (UDC Article 5.8.5.A):

1. A HL shall include historic sites, historic buildings, or historic structures, as defined in Section 11.4.9, Definitions, and which are individually listed or individually eligible for listing in the National Register of Historic Places at the local, state, or national level of significance.

2. A HL should include a group of related sites, buildings, and structures in their original setting that contribute to an understanding of the heritage of the community.

APPLICATION CLARITY AND COMPLETENESS: HPO staff will not forward an application for review to the Tucson-Pima County Historical Commission Plans Review Subcommittee unless it is complete. If staff feels there is insufficient information to inform a recommendation, additional materials may be requested.

SUBMITTAL CHECKLIST FOR HISTORIC LANDMARK NOMINATION PROPOSAL

☐ **Completed Historic Nomination Proposal Application (a blank form is attached to this document)**. Completely fill in all fields on the nomination application form. The Assessor's No. and the complete Legal Description can be found by contacting the Pima County Recorder's Office (http://www.asr.pima.gov/)

☐ **Completed National Register of Historic Places nomination or a State of Arizona Historic Property Inventory Form. If proposing HL designation for a contributor to an existing Historic District, highlight information in the National Register district nomination about the subject property, its architect, builder, or relevant character-defining features.**

☐ **Map or aerial photograph showing properties within 500' of the designation request.**

☐ **Pima County Assessor's Record and/or Property Record Card**

☐ **Color labeled photographs showing full exterior views, including all elevations, setting, outbuildings, and details of structural and landscape features**

☐ **Reproductions (high quality photocopies acceptable) of historical photographs**

☐ **Scaled, labeled site plan outlining the geographic boundaries of the proposed area and showing the location/placement of all buildings, structures, and landscape features to be included in the landmark designation. The site plan must also include locations of property lines, driveways, pedestrianways, and public rights-of-way.**

*****All plans, maps and other figures should be clearly identified. All figures, including drawings, plans and maps, (excluding photographs, see above requirements) should be of a standard size (8.5" x 11" or 11" x 17").

NOMINATION PROPOSAL

☐ **Property Description**

- Present and original (if known) physical appearance and characteristics.
- A complete, detailed architectural description of all elevations of the exterior of the building and a complete description of all the site elements
- A description of the interior features.
- A brief description of the surrounding neighborhood or natural environment and its development, including relevant features such as neighboring buildings, natural features, topography, major roadway, etc.
- A complete description of the alterations to the exterior of the building.

☐ **Statement of Significance and Integrity**

- A chronological list of prior owners and past uses
- Chronology of past uses
- Information on historically significant events that occurred at the location
- Information on architect, landscape architect, builder, contractor and any craftsmen who worked on the on the site
- The property's National Register historic context and its role in local history
- For contributors to existing Historic Districts, provide justification for individual eligibility

☐ **Complete Bibliography**

Historic Landmark Nomination Proposal Application

Date Submitted: _____

PROPERTY LOCATION INFORMATION

Project Name: _____

Property Address: _____

Architect: _____

Builder: _____

Plat Name: _____ Block: _____ Lot: _____

Pima County Parcel Number(s): _____

APPLICANT INFORMATION:

Applicant Name: _____

Address: _____

Phone: _____ Email: _____

Property Owner Name: _____

Phone: _____ Email: _____

Signature of Owner: _____ Date: _____

Signature of Applicant (if not owner): _____ Date: _____

AREA TO BE REZONED:

Acres: _____ or Square Feet: _____

Existing Zoning: _____ Proposed Zoning: _____

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SUBMITTAL CHECKLIST FOR HISTORIC LANDMARK REZONING APPLICATION

- ☐ HL Rezoning Fee: $1,132.00 [$330.00 (Base Fee) + $802 (Variable Fee)]
- ☐ HL Nomination Application form and HL Nomination Proposal-- including all maps and plans-- accepted and approved by Historic Preservation Office
- ☐ Legal Action Report of the Tucson-Pima County Historical Commission Plan Review Subcommittee documenting review and recommendations of HL Nomination Proposal (to be obtained)
- ☐ Approval letter from the Planning & Development Services Director for the HL Nomination (to be obtained)
- ☐ Completed, original HL Rezoning Application with signatures of the property owner
- ☐ If the applicant is not the property owner, provide a letter from the property owner authorizing the applicant to represent the owner in the processing of the HL Designation and Rezoning.
- ☐ Pima County Assessor's record
- ☐ Pima County Assessor's map(s)
- ☐ Neighborhood meeting documentation
- ☐ Completed Mailing Label Request Form
- ☐ Digital submittal (1) CD or USB drive for all above items, or a link to download all the above items

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REZONING/SPECIAL EXCEPTION PRE-SUBMITTAL CONFERENCE REQUEST

APPLICANT

Name _____

Address _____

City _____ State _____ Zip _____

Daytime/Message Phone _____ Fax _____ E-mail _____

PROJECT LOCATION

Address (*if assigned*)_____

Location (*major cross streets*) _____

Parcel Number _____-_____-_____ Township _____ Range _____ Section _____

PROJECT DESCRIPTION

Request is for (*check only one*): Rezoning_____ Special Exception_____

Existing Zoning: _____ Proposed Zoning (*for rezoning request*): _____ Property Size in acres: _____

Existing Use (*Required*):_____

Proposed Use (*Required*):_____

Building Height _____ # of Stories _____ Floor Area of Non-residential Development _____

ATTACHMENTS

- ☐ One, 11" x 17" copy of the Preliminary Development Plan – must be legible (Admin Man. 2-03.4.2.A and .B).
- ☐ Check made to the City of Tucson for $100. The fee will be credited toward the total rezoning or special exception (ZESE & MCSE applications only) fees if the request is filed **within six months** of pre-submittal conference date.
- ☐ **For wireless communication facilities only** - One, 11" x 17" copy of the last City approved Development Plan for the site – must be legible.

SIGNATURE

_____ _____

Applicant's signature date

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REQUEST FOR MAILING LABELS & ADDRESS VERIFICATION

Project Address _____

Project Location (cross streets): _____

Applicant/Agent Name _____

Mailing Address _____

Phone _____

_____ _____

Applicant/Agent Signature Date

Please attach the following. Printouts and maps must be generated from the Pima County Assessor's Database. Department of Transportation information **will not** be accepted.

- ☐ Assessor's Property Inquiry Printout (APIQ) (one printout for each lot included in the project)
- ☐ Assessor's Block & Lot Map
- ☐ Legal Description
- ☐ Aerial with boundaries highlighted

LABELS ARE REQUESTED FOR THE FOLLOWING PROCESS:

- ☐ Environment Resource Zone
- ☐ WASH Ordinance
- ☐ Hillside Development Zone
- ☐ Scenic Corridor Zone
- ☐ Design Development Option
- ☐ Board of Adjustment
- ☐ Design Development Option **(Full Notice)**
- ☐ MDR Limited Notice
- ☐ Rezoning/SE
- ☐ Other: _____

THE FOLLOWING SECTIONS TO BE COMPLETED BY STAFF

PROCESSING FEE

☐ $220.00 ☐ Check Number: _____ ☐ Cash

☐ Charge Account: _____

Date Received: _____ Date Due: _____

Requested By: _____ Due To: _____

Request to Staff : ____ JR Processing Staff: SM _____ _____

Comments: _____

REV. 7/18

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City of Tucson Planning & Development Services

REZONING APPLICATION

C9-_____ Name: _____ Date Accepted: _____

PART 1 PROPERTY INFORMATION:

1.1 Attach Legal Description and Aerial Map with boundaries highlighted.

1.2 Lot(s) _____ Block(s) _____ Subdivision Name _____

1.3 Address (as assigned by Pima County Addressing):_____

1.4 Please provide the following information for each parcel in the rezoning site. If more than one zoning classification is requested, provide the acreage for each zone and show the dimensions of each zone on the preliminary development plan. Attach additional sheets if necessary.

Current Zoning	Proposed Zoning	Current Use	Area (sq. ft or acres)	Assessor Tax Code #

1.5 Surrounding Zones: North _____ South _____ East _____ West _____

1.6 Surrounding Land Uses: North _____ South _____ East _____ West _____

1.7 Note any applicable overlay zones: ☐ Hillside ☐ Scenic Corridor ☐ Major Streets and Routes

☐ Gateway Corridor ☐ Airport Environs ☐ Environmental Resource

☐ Neighborhood Preservation ☐ Historic District/Landmark

PART 2 PROPOSED USE

2.1 Proposed Use (Please be specific; attach additional sheet if necessary.)

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2.2 Number of Structures _____ Number of Stories _____ Height of Structures _____

2.3 Number of Residential Units _____ Floor Area of Non-residential Projects _____

PART 3 APPLICANT INFORMATION

3.1 Applicant or Agent _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

3.2 Owner _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

3.3 Architect/Engineer/Other _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

PART 4 NEIGHBORHOOD MEETING

4.1 Have you offered to meet and discuss the proposed rezoning on a specified date and time with all property owners within 300 feet and all neighborhood associations within one (1) mile of the rezoning site? Please indicate meeting date. ☐ Yes ☐ No

_____
Meeting date

4.2 Attach neighborhood meeting documentation (at a minimum, a copy of the meeting invitation, mailing list, date of mailing, sign-in sheet, and summary notes from the meeting).

4.3 Provide the tracking number from your neighborhood meeting mailing labels: _____T_____

PART 5 REZONING PRE-APPLICATION CONFERENCE INFORMATION

5.1 Have you attended a rezoning pre-application conference with staff? ☐ Yes ☐ No

5.2 Date of pre-application conference: _____

5.3 Provide the tracking number from your Pre-application Conference Verification Sheet: _____T_____

PART 6 PLANNING INFORMATION

In accordance with the *Unified Development Code* (*UDC*)(Section 3.5.3.D.3) all rezoning applications together with any supporting documentation, including the preliminary development package or development package, are reviewed for compliance with the City of Tucson *Plan Tucson*, as implemented by planned area developments, redevelopment plans, subregional plans, area plans, and neighborhood plans. This review shall occur within seven (7) business days of submittal. Rezoning requests that do not demonstrate compliance with the *Plan Tucson* cannot be accepted.

6.1 List any planned area developments, redevelopment plans, subregional plans, area plans, or neighborhood plans officially adopted by the City of Tucson, which apply to the rezoning site. ☐ Yes ☐ No

Name of Plan(s) _____