

Historic Preservation Zone (HPZ)

2/5/2020

What is an HPZ?

- An HPZ is a local historic designation. Properties within an HPZ are regulated by the Unified Development Code (UDC) Technical Standards Manual to ensure that the historic character and integrity of the area is maintained.
- HPZ properties may or may not be listed on the National Register of Historic Places (NRHP), a federal program administered by the National Park Service.
- Properties in one of the City's HPZs have a zoning designation preceded by an "H".*
- There are 5 HPZs in the City of Tucson: West University, Armory Park, Barrio Historico, El Presidio, and Fort Lowell.

**Historic Landmarks also have a zoning designation preceded by an "H".*

What is a Full vs. Minor HPZ Review?

- A **Full** HPZ Review is required for the grading or erection of a new structure, construction or enlargement of a parking lot, and any alteration involving the modification, addition, or moving of any part of the existing structure (including signs) that would affect the exterior appearance.
- A **Minor** HPZ Review is for small exterior projects such as electrical box repairs/upgrades, solar panels, walls, fences, gates, windows, or door repair/restoration work. The review is conducted on-site with the applicant present.

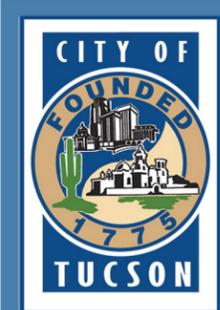
How long does the process take and is there a fee?

- **Time:** It typically takes 2-3 months to process a Full HPZ Review or if there are no unusual issues or complications. The total review time for accepted applications is not to exceed 60 working days for a Full Review and 45 working days for a Minor Review.
- **Fee:** PDSD staff calculates the fee. The fee will vary by the type of review process. Fee amount includes staff review fee and archive fee.

How do I get started?

- Email PDSD Historic Preservation staff at PDSDhistoric@tucsonaz.gov or call the PDSD main line with any questions or to schedule an appointment prior to submitting an application.
- The HPZ application and checklist can be found on the PDSD website:
 - www.tucsonaz.gov/pdsd/all-application-forms-submittal-requirements





Pre-Application Meeting

- Applicant submits a pre-application meeting request to PDSD staff.
- Applicant meets with PDSD staff to discuss proposal and process.
- Following the meeting, the applicant submits a development package and obtains a written zoning compliance review to determine if an HPZ is applicable.

Application Submittal and Review

- Applicant submits complete application according to checklist included with application, supporting materials, and associated fee.
- PDSD staff reviews application for completeness within 5 working days of submittal.
- If complete, application is accepted for processing and posted online through Property Research Online (PRO) at www.tucsonaz.gov/PRO/pdsd/.
- PDSD staff forwards the application for review and comment to City departments and outside agencies, if needed.

Design Review

- If a **Full Review**:
 - Applicant attends a meeting with appropriate Historic Zone Advisory Board (HZAB) and presents proposal
 - Applicant attends a meeting with the Tucson-Pima County Historical Commission Plans Review Subcommittee (TPCHC, PRS) and presents proposal
- If a **Minor Review**:
 - Applicant attends a meeting with the TPCHC, PRS and if applicable, a member from the appropriate HZAB
 - Review is conducted on-site with the applicant present
- These boards typically meet once or twice a month.
- Recommendations are sent to the PDSD Director.

PDSD Director's Decision

- PDSD Director reviews the application and recommendations.
- PDSD Director will approve, approve with conditions, or deny the application.
- An appeal may be made to Mayor & Council within 14 calendar days of the PDSD Director's Decision by a party of record.
- Historic Preservation Office (HPO) staff stamps 3 sets of plans of the approved historic design.
- Applicant returns to zoning to complete permitting process.
- The project may proceed to building permit review.