



HISTORIC DESIGN REVIEW FACT SHEET

Introduction – Historic design review is required for all projects involving exterior changes (front, side or rear) to properties with Historic Preservation Zone (HPZ) or Historic Landmark (HL) zoning. This review is part of the overall permitting process and is intended to ensure that any changes are compatible with the historic character of the property and/or surrounding historic district.

Design Review Process Overview – Permits for exterior work within HPZ or HL properties will not be issued without an approval letter from the Director of Planning and Development Services (PDSD). Work that does not require a permit, but that will alter the exterior appearance of a property, also requires review and an approval letter from the PDSD Director. Historic design review is intended to be conducted early in the planning process, prior to the completion of final project plans. Only exterior drawings and photographs are required at this stage. Allow for review time of up to 45 working days for a Minor review or up to 60 working days for Full review.

All projects are required to follow the city's Historic process outlined in the Unified Development Code (UDC), Section 5.8. Projects are also evaluated using applicable historic design guidelines for the HPZ or HL to determine the project's effect on the historic character of the property and/or district.

Pre-Application Meeting – In order to obtain a Historic review, contact PDSD staff to schedule a pre-application meeting with one of the historic preservation planners. At this meeting, the planner will discuss the proposed project with you, explain the historic design review process, provide instructions for filing an application, and inform you of any necessary submittal materials. Applicants are encouraged to ask questions about design, materials, placement or other details with the goal of meeting all UDC requirements for historic properties. At this meeting the planner will also determine whether your project requires a Full or Minor historic design review.

Minor HPZ Review - A Minor Historic review is conducted for projects that may or may not require a permit, including but not limited to, electrical panel repairs/upgrades, solar panels, cisterns, walls, fences, gates, signs, installation/replacement of or repairs to a roof, and window and door repair/restoration work (UDC Section 5.8.8.C). Your historic preservation planner will organize a meeting with a member of the Tucson-Pima County Historic Plans Review Subcommittee and a member from the applicable Historic Preservation Zone Advisory Board (if applicable). A review is conducted on-site with the applicant or representative present, and recommendations are forwarded to the PDSD Director. The Director issues a decision letter to the applicant in approval or denial of the project. Total fees for this process are \$126.50.

Full HPZ Review - A Full Historic review is required for 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 (UDC Section 5.8.8.B). Full review requires that the applicant attend a meeting with the appropriate Historic Preservation Zone Advisory Board and present the proposal. The applicant then attends a second meeting to present the case to the Tucson-Pima County Historical Commission Plans Review Subcommittee. Recommendations from both review boards are then forwarded to the PDSD Director for consideration and decision. Total fees for this process are \$192.50. The decision may be appealed to Mayor and Council (additional fees for the appeal required).

Resident Artisans Retail in HPZ's - Retail sales by resident artisans may be permitted notwithstanding limitations of the underlying zoning standards. A proposed resident artisan use is reviewed and considered for approval in accordance with Section 3.3.4, 100' Notice Procedure. A resident artisan use may be allowed as an accessory use to a principal residential in accordance with the following standards listed in UDC Section 5.8.7.B. Total fees for this process are \$99.50.

TIPS FOR HISTORIC DESIGN REVIEW APPLICANTS:

1. Review all applicable historic design standards in UDC 5.8 and TSM 9-02 prior to submitting an application.

<https://www.tucsonaz.gov/pdsd/all-codes-plans-determinations>

2. Review all Design Guidelines for the applicable Historic Preservation Zone.

<https://www.tucsonaz.gov/preservation/city-historic-designations-and-design-review>

3. Review the Secretary of Interior Standards for Rehabilitation of Historic Buildings (for modifications or additions to historic buildings).

<https://www.nps.gov/tps/standards/rehabilitation.htm>

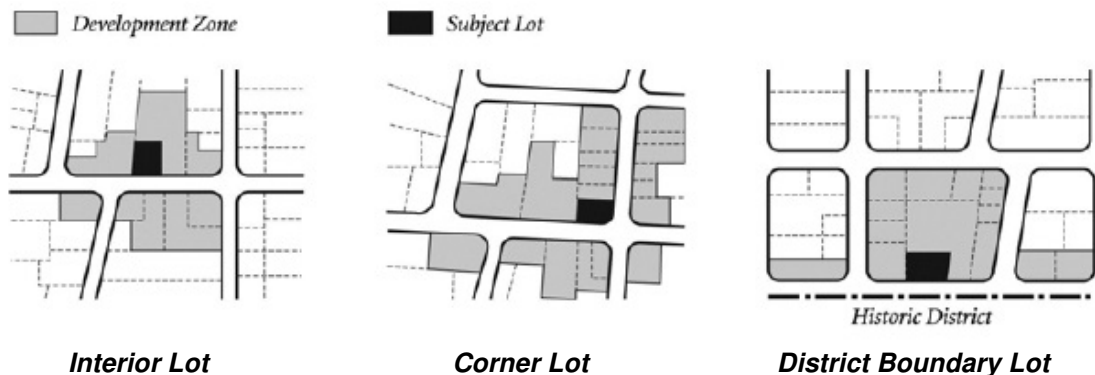
4. Ask about Historic Advisory Board or Plans Review Subcommittee courtesy reviews for projects prior to submission of a permit application.

5. Complete a City of Tucson permit application along with this Historic application.

<https://docs.tucsonaz.gov/Forms/tucsonpermitapp>

6. Submit plans digitally (PDF) at <https://www.tucsonaz.gov/file-upload-pdsd>

7. Know your Development Zone.



8. Prepare to explain how the proposed construction is compatible with contributing properties within the Development Zone in regards to the Design Standards listed below. Provide addresses, measurements (i.e. dimensions of buildings, setbacks,) and photos of precedent contributing structures.

- Building Height Compatibility
- Building Form
- Setbacks
- Rhythm
- Proportion
- Color
- Roof Type
- Landscaping
- Surface Texture
- Enclosures
- Site Utilization
- Utilities
- Projections and Recessions
- Details



HISTORIC PRESERVATION REVIEW APPLICATION

Date Submitted: _____

PDSD Activity Number: _____

HPZ Case Number: _____

Property Development Name: _____

Property Address: _____

Pima County Assessor Parcel Number(s): _____

HPZ: Armory Park Barrio Historico El Presidio Fort Lowell West University

Applicant Name: _____ Owner Architect/Designer Other

Applicant Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Property Owner Name: _____

Property Owner Phone: _____

Property Owner Email: _____

Description of Use (if Resident Artisan): _____

Signature of Owner: _____

Signature of Applicant (if not owner): _____

PROPOSED NEW CONSTRUCTION or ALTERATION

By state law, we cannot initiate a discussion with you about your rights and options,
but we are happy to answer any questions you might have.



HISTORIC PRESERVATION REVIEW APPLICATION

Site Plan and Elevations

- Plans must be dated.
- Include the proposed layout of all structures and other improvements including: driveway, pedestrian ways, existing landscape features, proposed landscape areas, walls and fences, off-street parking and loading areas.
- Indicate the location of property lines, public right-of-ways, property entrances and exits, direction of traffic flow in and out of the off-street parking and loading areas, location of each parking space, each loading berth, and areas for turning and maneuvering vehicles.
- Plans and elevations must be drawn or sketched to scale with relevant dimensions labeled.
- Include specifications as to type, color and texture of exterior of proposed structures.
- Interior floor plans are not required for historic design review unless they show features that will be visible from the exterior.

Development Zone

- On aerial photograph, label subject parcel and all outline all parcels within development zone.

Signs

- Include a sign plan, drawn to scale showing the location, size design, materials, color, lettering and methods of attachment and illumination.

All projects must **FIRST** be submitted for site review at the PDSD, 1st floor Zoning Review counter, 201 North Stone Avenue (791-5550). PDSD staff will review the application and identify all portions of the UDC with which compliance is required. The applicant will be provided with a written report identifying any additional requirements.

If historic design review is required, contact Lead Planner Michael Taku (520-837-4963) to initiate the process.

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I HAVE RECEIVED ALL RELATED DOCUMENTATION TO THIS "HISTORIC PRESERVATION ZONE" APPLICATION, SEC 5.8 OF THE CITY OF TUCSON UNIFIED DEVELOPMENT CODE, TECHNICAL STANDARD 9-02 0.0 AND DESIGN REVIEW GUIDELINES FOR THE HPZ TO WHICH THIS APPLICATION APPLIES.

Applicant: _____ **Date:** _____

Historic Application Cover Sheet and Checklist

Planning & Development Services Department, City of Tucson

HPZ Case No. _____ Date Accepted: _____

Activity No. _____ Site Address: _____

HPZ: Armory Park Barrio Historico El Presidio Fort Lowell West University

Historic Status: Contributing Non-Contributing Vacant

Applicant Name: _____ Owner Architect/Designer Other:

Owner (if different): _____

Brief Description of Proposed Work: _____

Type of Review: Full Minor Rio Nuevo Area Infill Incentive District

Development Zone: Interior Lot Corner Lot Historic District Boundary Lot

HZAB and/or PRS courtesy review(s) conducted prior to application submission? Yes No

HZAB Review Date(s): _____

PRS Review Date(s): _____

Minor/Full	Required Materials
<input type="checkbox"/>	Fee
<input type="checkbox"/>	Completed and signed Historic Design Review Application form
<input type="checkbox"/>	City of Tucson Permit Application
<input type="checkbox"/>	Final UDC Compliance Review Zoning comments as issued by PDSD staff
<input type="checkbox"/>	Description and photographs* of type, color and texture of proposed materials
<input type="checkbox"/>	Brief statement of proposal on separate 8½" x 11" pages, outlining scope of work subject to design guidelines in UDC 5.8.9
<input type="checkbox"/>	Dated site plan and elevations at 11" x 17"
<input type="checkbox"/>	Aerial photograph* of property with development zone drawn and labeled, printed on 8½" x 11" page. All buildings footprints within the development zone must be shown and labeled to indicate contributing/non-contributing historic status.
<input type="checkbox"/>	Arizona Historic Property Inventory Form (if available)
<input type="checkbox"/>	Photographs* of the project site and surrounding area
<input type="checkbox"/>	Photographs* of building elevations (north, south, east, west) <input type="checkbox"/> Not applicable

Incomplete or illegible applications will not be accepted.

Completed Applications must be submitted at: <https://www.tucsonaz.gov/file-upload-pdsd>