

# Historic Review Process – HPZ and HL

## Historic Preservation Zones and Historic Landmarks

Historic Preservation Zone (HPZ) and Historic Landmark (HL) are local historic designations.

HPZ and HL 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 or an HL have a zoning designation preceded by an "H".

There are five HPZs in the City of Tucson: West University, Armory Park, Barrio Histórico, El Presidio, and Fort Lowell.

Each of the five HPZs have a Historic Preservation Zone Advisory Board.

This Advisory Board, as well as the Tucson-Pima County Historical Commission (TPCHC) [Plans Review Subcommittee](#) (PRS) reviews proposed work for compatibility with applicable design standards.

## What projects require Historic Design Review?

Historic Design Review is required for proposed projects involving exterior changes to structures within a Historic Preservation Zone (HPZ) or on a Historic Landmark (HL) site. The design review process ensures that the historic character and integrity of the area is maintained by reviewing for compliance with all applicable design standards.

A **Full 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 Review** is for small exterior projects such as electrical box repairs/upgrades, solar panels, walls, fences, gates, windows, or door repair/restoration work. *Note: within an HPZ, some work that typically does not require a building permit DOES require minor HPZ review (i.e. window replacement) and property owners must apply for a compliance building permit.*

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

**Time:** It typically takes 2-3 months to process a full Historic review if there are no issues or complications. Minor reviews may take 6-8 weeks to process.

- The first step in the historic review is to submit a building permit application. You will then be instructed to submit a [Special District application](#) for the historic design review.
- Once the applicant submits a complete historic application and fees are paid, the Historic Design Review begins. The steps and timeframe for this review is detailed on the next page.
- The building permit will not be issued until the historic application has been approved by the PDSD director and the appeal period is over.

**Fee:** Minor Review - \$110 / Full Review - \$176. Filing fee of \$16.50 also applies. Additional fees apply for building permit.

## How do I get started?

- Email Historic Preservation staff at [PDSDHistoric@tucsonaz.gov](mailto:PDSDHistoric@tucsonaz.gov), visit the Information Counter or call the PDSD main line with any questions. PDSD staff will confirm if historic review is needed.
- Review the applicable design standards to ensure that your project meets the standards of the historic district.
- Request a [pre-application conference](#) with staff to get feedback on your project or request a courtesy review with the applicable advisory board and/or Plans Review Subcommittee.
- More information about Historic Design Review can be found on the [Historic Preservation webpage](#) and in the Unified Development Code, [Section 5.8](#) and [Technical Standards Manual 9-02](#).

# Historic Review Process

## Pre-Application

- **Applicant** submits a [pre-application conference request](#) or discusses their project with staff at the Information Counter.
- **PDSD staff** schedule a pre-application conference if requested to provide feedback on the proposal. Staff will determine whether the project requires a Full or Minor historic design review.
- **Applicant** may request a courtesy review with applicable review bodies and/or meet with the applicable **neighborhood association** to discuss the project.

## Application Submittal and Review

- **Applicant** submits complete historic application according to [instructions](#).
  - The [Historic Checklist](#) should be used as a guide to describe compliance with applicable design guidelines.
- **PDSD staff** reviews the application for completeness within five working days.
- If complete, **PDSD staff** accepts the application and posts it online on [Property Research Online \(PRO\)](#)
- **Applicant** pays applicable fees.
- **PDSD staff** schedules the application for review with applicable advisory board and Plans Review Subcommittee.

## Design Review

- **Full Review**
  - Applicant attends a meeting with appropriate **Historic Zone Advisory Board (HZAB)** and presents proposal. The HZAB reviews proposal and makes a recommendation.
  - Applicant attends a meeting with the **Tucson-Pima County Historical Commission Plans Review Subcommittee (TPCHC PRS)** and presents proposal. PRS reviews proposal and makes a recommendation.
- **Minor Review**
  - Review is conducted on-site with the applicant present by a member of the TPCHC PRS and if applicable, a member from the appropriate HZAB.
- **PDSD staff** sends the final design review recommendations to the PDSD Director.

## PDSD Director's Decision & Appeal Period

- **PDSD Director** reviews the application and recommendations.
- **PDSD Director** will either approve, approve with conditions, or deny the application.
- **PDSD staff** issue a Decision Notice. The decision is also posted on PRO.
- A **party of record** may make an appeal of the decision to the **Mayor & Council** within 14 calendar days of the PDSD Director's Decision.
- The building permit review may be completed, and permits issued.

All applications are submitted via [Tucson Development Center Online](#)