



Historic Landmark Nomination Proposal General Information

OVERVIEW:

Historic zoning is a zoning overlay which is added to the base zoning of a specific tract of land (for example (HR-1). This zoning overlay can apply to local historic preservation zones (HPZs) and historic landmarks (HLs).

Designating an HL is a two part process. First, the proposed HL is subject to a historical designation review process. The **Steps to Establish or Amend a Historic Preservation Zone or Historic Landmark** (Article 5.8.4 UDC) are as follows:

- 1.) **Nomination Proposal Package** prepared by applicant and submitted to City of Tucson Historic Preservation Office. (Requirements regarding Nomination Proposal can be found in SUBMITTAL CHECKLIST p.3)
- 2.) Applicant attends a **Historical Commission Nomination Review** and presents the Nomination Proposal and any other evidence of historical significance and integrity in a public meeting.
- 3.) **The Mayor and Council review** the project and the recommendations and decide whether to initiate the designation process.
- 4.) Rezoning Process

WHERE TO APPLY:

City of Tucson Historic Preservation Office:

Jonathan Mabry, PhD – Historic Preservation Officer - jonathan.mabry@tucsonaz.gov • Phone: (520) 837-6965

Jennifer Levstik, M.A. – Preservation Lead Planner - jennifer.levstik@tucsonaz.gov • Phone: (520) 837-6961

310 N. Commerce Park Loop, Santa Rita Bldg • PO Box 27210 • Tucson, AZ 85726-7210

<http://cms3.tucsonaz.gov/preservation>

SUBMITTAL REQUIREMENTS:

Refer Submittal Checklist. Complete Application Forms, and supplemental materials.

THE FOLLOWING CRITERIA ARE CONSIDERED WHEN REVIEWING A CITY HISTORIC NOMINATION APPLICATION:

Historic Landmark:

- An HL shall include historic sites, buildings, and structures, as defined in Section 11.4.9, 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. Properties that meet the aforementioned criteria may be proposed for designation as an HPZ Contributing Property or Historic Landmark.

Historic Landmark

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.

Planning & Development Services Department (PDSD) - 201 N. Stone Avenue

P.O. Box 27210 - Tucson, AZ 85726-7210

Telephone: (520) 791-5550 - Fax: (520) 791-5852

Website: www.tucsonaz.gov/pdsd

EMAIL: DSD_ZONING_ADMINISTRATION@TUCSONAZ.GOV

Historic Site or Historic Structure

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.

For Zoning and Subdivision review, the Unified Development Code (UDC) applies to this application. If you feel the Land Use Code (LUC) should apply, please consult with Zoning review staff. Applicable timeframes can be provided at your request or found in Administrative Manual Sec. 3-02 or found on our website at <http://cms3.tucsonaz.gov/pdsd>. For information about applications or applicable policies and ordinance, please contact Frank Dillon at 837-6957.

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.

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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: () _____ - _____. FAX: () _____ - _____

EMAIL: _____ @ _____

PROPERTY OWNER NAME: _____

PHONE: () _____ - _____. FAX: () _____ - _____

SIGNATURE OF OWNER _____ Date

SIGNATURE OF APPLICANT (if not owner) _____ Date

AREA TO BE REZONED

ACRES _____ OR SQ. FT. _____

Existing Zoning: _____ Proposed Zoning: _____

CHECKLIST FOR HISTORIC LANDMARK NOMINATION PROPOSAL

- Fee \$330.00 (Base Fee) + Variable Fees**
- A 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/>)
- A completed National Register of Historic Places form or nomination or a State of Arizona Historic Property Inventory Form**
- Pima County Assessor's Maps showing properties within 500' of the designation request**
- Pima County Assessor's Record**
- 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**
- A dimensioned, scaled site plan or survey of the site and the location/placement of all buildings/structures on the site.**
- A scaled map of the site outlining the geographic boundaries of the proposed area**

*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" by 11", or 11" by 17").

- A list of proposed Neighborhood Advisory Board Members (If nominating a Historic Preservation Zone)**

WRITTEN REPORT

- 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 should also be included.
 - 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 must be included as well.
- Statement of Significance and Integrity**
 - A chronological list of prior owners
 - Chronology of past uses
 - Information on historically significant events which occurred at the location
 - Information on architect, landscape architect, builder, contractor and any craftsmen who worked on the on the site
 - The project's historic context, and explain how the building fits into the history of the city and the neighborhood.
- Complete Bibliography**

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