



GENERAL INFORMATION ON DEMOLITIONS OF HISTORIC AND OLDER STRUCTURES

There are several requirements involved with permitting full or partial demolition of historic and older structures depending on the location, age, and historic status of the subject property.

1. Is structure located within a Historic Preservation Zone (Armory Park, Barrio Historico, El Presidio, Fort Lowell, or West University)?

No. (Continue to next question)

Yes: Full or partial demolitions of buildings and structures located in local Historic Preservation Zones (i.e. Armory Park, Barrio Viejo, El Presidio, West University, and Fort Lowell) are subject to a *Full* HPZ review process. This process requires a comprehensive review involving the City of Tucson Historic Preservation Office, the associated Neighborhood Historic Zone Advisory Board, and the Tucson-Pima County Historical Commission Plans Review Subcommittee, and approval by the Mayor and Council. Demolitions in local HPZs require an on-site pre-submittal meeting with the owner / applicant to review plans and to document the status of the structure(s) proposed for demolition. Contact Lead Planner Michael Taku at (520) 837-4963 for information.

2. Is structure located in the Rio Nuevo Downtown Zone AND either listed or eligible for listing on the National Register of Historic Places?

No. (Continue to next question)

Yes: Demolition of a historic structure (listed or eligible for the National Register of Historic Places) in the downtown RND requires review by the Tucson-Pima County Historical Commission Plans Review Subcommittee, and approval by the Mayor and Council. Contact Lead Planner Michael Taku at (520) 837-4963 for information.

3. Is structure eligible for or listed on the National Register of Historic Places or located within a pending or listed National Historic District?

No. (Continue to next question)

Yes: Architectural documentation must be submitted and approved by Historic Preservation Staff prior to issuance of a permit. Listed or eligible buildings require full architectural documentation. Non-contributors within historic districts require minor architectural documentation. Contact the Historic Preservation Office (520) 837-6968 for information.

4. Is structure 50 or more years of age?

No. No historic review is required for issuance of demolition permit.

Yes: Minor architectural documentation must be submitted and approved by Historic Preservation Staff prior to issuance of a permit. Contact the Historic Preservation Office (520) 837-6968 for information.

Please note that the owner / applicant may be subject to penalties (refer to UDC 5.8.7 Article 9) if full or partial demolitions occur before the required City of Tucson review process is conducted



**Historic Property Demolition
Architectural Documentation**
(Per City of Tucson Ordinance 10776)

Activity Number: _____ **Date Submitted:** _____

Property Address: _____

Pima County Assessor Parcel Number(s): _____

National Register District (if applicable): _____

Listed on or Eligible for National Register of Historic Places: Yes - Full Documentation Required
 No - Minor Documentation Required

Original Architect (if known): _____

Original Builder (if known): _____

Assessor's Effective Construction Date: _____ **Earliest Construction Date:** _____
If different

Type of Demolition: Full (main building) Full (secondary structure) Partial, ft²: _____

Describe proposed work or attach site plan: _____

Describe construction materials (exterior walls, roofing, windows, porches, etc.) to be demolished:

Property Owner Name: _____ **Phone:** _____

Owner Email: _____

Applicant Name (if other than owner): _____

Title: _____ **Phone:** _____

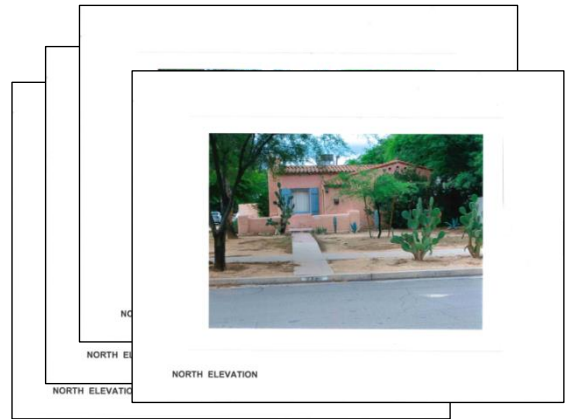
Applicant Email: _____

Return form and all required information to the City of Tucson Historic Preservation Office.
For fastest review, submit all required documents by email to PDSDhistoric@tucsonaz.gov as a single combined PDF file. Documents may also be brought to the City of Tucson Planning and Development Services Department, 201 N. Stone Avenue, Tucson. 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.

City of Tucson Historic Preservation Office
Sample Architectural Documentation Submission for Demolition Permit

The form is titled "Historic Property Demolition Architectural Documentation (Per City of Tucson Ordinance 10776)". It contains the following fields and information:

- Activity Number: 100000000 Date Submitted: 1/16/2011
- Property Address: 1234 My Street
- Pima County Assessor Parcel Number(s): 123-456789
- National Register District (if applicable): Historic District Name
- Listed on or Eligible for National Register of Historic Places: Yes - Full Documentation Required No - No Documentation Required
- Original Architect (if known): Name of Architect
- Original Builder (if known): Name of Builder
- Assessor's Effective Construction Date: 1900 Earliest Construction Date: 1900
- Type of Demolition: Full (main building) Full (secondary structure) Partial
- Description of proposed work or which side photo: Demolition of single family home and all associated landscape structures
- Description of construction materials (exterior walls, roofing, windows, porches, etc.) to be demolished: Red brick walls, stucco finish, concrete foundation, tile roof, wood porch, concrete steps
- Property Owner Name: John Q. Owner Phone: 500-1234
- Owner Email: owner@email.com
- Applicant Name (if other than owner): Local Demolition Contractor
- Title: Contractor Phone: 505-5555
- Applicant Email: contractor@email.com



1. Completed Architectural Documentation Form

- Activity/Permit number required
- Incomplete forms will not be accepted

2. Exterior photographs of each side of building

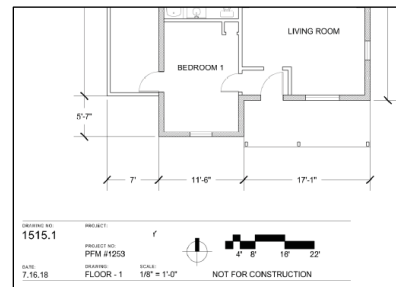
- Digital photographs preferred
- Label direction/subject of each photo

Two forms are shown. The top form is the "PIMA COUNTY ASSESSOR PROPERTY RECORD CARD" with a grid for recording property information. The bottom form is the "ARIZONA HISTORIC PROPERTY INVENTORY FORM" with various fields for documenting historic properties.

3. Confirmation of Age (ONE of the following)

- Pima County Assessor Property Record Card
 - Available at: <http://www.asr.pima.gov/>
 - Search for property
 - Go to "Images" to download PRC
- Arizona Historic Property Inventory Form
- Other official government document

For FULL documentation only, add:



4. Measured Floor Plan



5. Context Photo

(building in relation to adjacent properties)

Where to Submit: For fastest review, submit all required documents by email to PDSHistoric@tucsonaz.gov as a single combined PDF file. Documents may also be dropped off the Historic Preservation Office, Planning and Development Services Department at 201 N. Stone Avenue, 3rd floor. Include only the materials listed above. Applicant will be notified of any missing or incomplete information within **5 working days**. Once the architectural documentation is approved, you will be notified by email that you may return to the PSD 1st floor counter to obtain the demolition permit.

City of Tucson Historic Preservation Office Photo Guidelines

Digital Photographs

- Color photographs are required
- 2 megapixels or greater (1200 x 1600); 6 megapixels (2000 x 3000) preferred*
- Minimum figure size on page: 4" x 6"

Printed Photographs

- Color photographs required
- Images must be 4" x 6" or greater
- Submittal of loose photos is discouraged. Please attach to 8 ½" x 11" pages with captions
- Print at 300 DPI or greater* or use professional photo prints

Photo Guidelines

- Photographs must be clear and in focus
- Proper lighting is required
- Label/caption every photograph with street address, direction of view, and any additional relevant information
- "Windshield photos" (taken from inside a vehicle) are not acceptable
- Screen shots of internet images (e.g. Google Street views) are not acceptable
- Attempt to avoid any obscuring elements (e.g. vegetation, signs, walls, vehicles)
- Include additional close-up views to show detail if applicable to project.

Historic Photographs (for documentation only)

- Images showing previous building conditions may be black and white. Please reproduce professionally or use high resolution scans
- Include date of photo in caption
- Include source of photo in caption.

*Based on the National Register of Historic Places Photo policy, updated 5/15/2013.