

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. Contact the Historic Preservation Office at PDSDHistoric@tucsonaz.gov for more information.

DEMOLITION REVIEW REQUIREMENTS

1. Is the 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 (Armory Park, Barrio Historico, El Presidio, Fort Lowell and West University) 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 per Unified Development Code (UDC) 5.8.10 and 5.8.12 . 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.
2. Is the structure located in the Rio Nuevo Downtown Zone/Rio Nuevo Area (RND/RNA) 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/RNA requires review by the Tucson-Pima County Historical Commission Plans Review Subcommittee, and approval by the Mayor and Council per UDC Section 5.8.10 and 5.8.12 .
3. Is the 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.
4. Is the 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.

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 [UDC 3.12.1](#))

Activity Number: _____ Date Submitted: _____
(example: TC-DMO-0000-00000)

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 different from owner): _____

Title: _____ Phone: _____

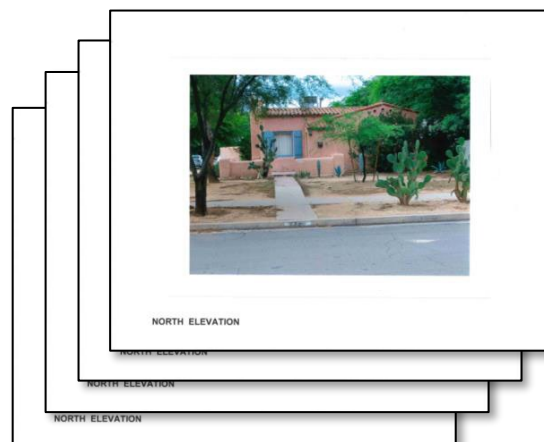
Applicant Email: _____

The form should be completed and included as an attachment in the application for demolition permit in [Tucson Development Center \(TDC\) Online](#).

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. Please contact the Historic Preservation Office at PDSDHistoric@tucsonaz.gov if you have questions.

SAMPLE ARCHITECTURAL DOCUMENTATION SUBMISSION FOR DEMOLITION PERMIT

 HISTORIC PROPERTY OF MEXICAN ARCHITECTURAL DOCUMENTATION PROJECT		May 2016	
Activity Name: _____		Date Submitted: _____	
Property Address: _____			
How to Contact: Telephone Number(s): _____			
Neighborhood (Event ID #): _____			
Location is Eligible for National Register or Historic Area: _____		☐ Yes ☐ No (Add Documentation Desired)	
Original architect's name: _____			
Original building's Name(s): _____			
Assessor's ID Number: _____		Earliest Construction Date: _____	
Year of Construction: _____			
☐ Yes (event location)		☐ No (secondary or no trace)	
☐ Yes (event location)		☐ No (secondary or no trace)	
Describe condition in material, structural, roofing, plumbing, interiors, etc. to be listed this year: _____		12 Month ID: _____	
Provide Owner Name: _____ (Name)			
Owner Email: _____			
Owner Address (if different from above): _____			
Title: _____ (Name)			
Applicant Name: _____			
This form must be completed and submitted as an attachment in its application for donation to the Tucson Convention Center.			
See also the event location and listing criteria and the event year (year applicable), but not the year of construction.			
For more information, please contact the Tucson Convention Center at TCDC@tucsonconventioncenter.com or call (520) 795-2222.			

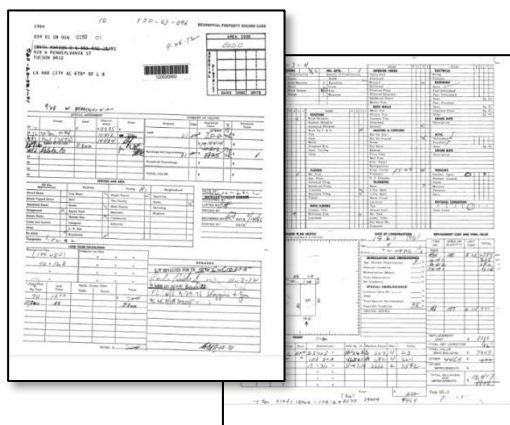


1. Completed Architectural Documentation Form

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

2. Exterior photographs of each side of building

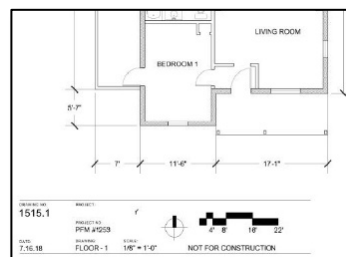
- Digital photographs preferred
- Label direction/subject of each photo



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: The architectural documentation form, in addition to all other documents, should be completed and included as an attachment in the application for demolition permit in

Tucson Development Center (TDC) Online.

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"

General 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 2024.*