

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. Use the questions below to determine the level of review required for your property. Please contact Historic Preservation staff at PDSHistoric@tucsonaz.gov or (520) 837-4963 with questions or for more information.

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.

2. Is structure located in the Rio Nuevo Area (subdistrict of the Downtown Infill Incentive District) 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 RNA requires review by the Tucson-Pima County Historical Commission Plans Review Subcommittee, and approval by the Mayor and Council.

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.

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.

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 Demolition Documentation
(Per City of Tucson Ordinance 10776)

Permit 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: _____

Submit form and all required information through [TDC Online](#) as an attachment to the building permit, or if instructed, as part of a Special District application.
Contact PDSDhistoric@tucsonaz.gov with any questions.

INSTRUCTIONS FOR APPLICANT

1. Submit all of the following (MINOR or FULL documentation):

- Architectural Documentation form
- Current color photographs of front, rear and sides of building and outbuildings to be demolished. Please label photo directions/subjects. Digital photos preferred.
- Confirmation of the age of the building and any additions to be demolished (at least one of the following):
 - Pima County Assessor Property Record Card
 - Historic Property Inventory Form
 - Other official government document showing age of building

2. For FULL documentation, submission must also include all of the following:

- Architectural floor plans with measured dimensions
- Context photograph illustrating relationship between subject building and the nearest adjacent buildings
- General text description of construction materials, such as exterior walls, roofing, windows, porches, and carports of building to be demolished (see Documentation form)

Optional supplemental materials:

- Old/historic photographs of building, if in possession of applicant
- List of important historical events, or historically significant persons related to building to be demolished, if known to applicant

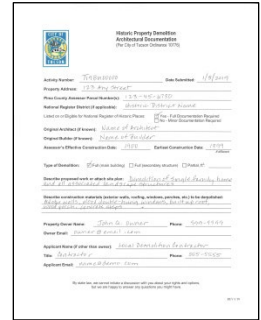
3. After HPO reviews and approves the architectural documentation, applicant will be notified and may continue the permitting process.

Additional materials may be required by PDSD to complete historic review.

SAMPLE SUBMISSION

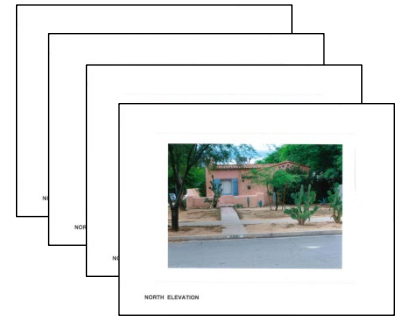
1. Completed Architectural Documentation Form

- Permit number must be supplied before review can begin
- Fill in description of project or attach demolition plan



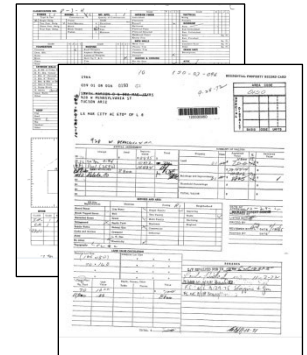
2. Exterior photographs of each side of building

- Digital photographs preferred. Please arrange on 8 ½ x 11” pages
- Add labels to indicate direction and subject of photo
- Submission of photo prints may delay review



3. Confirmation of Age (include at least ONE of the following)

- Pima County Assessor Property Record Card
 - Search for property at: <http://www.asr.pima.gov/>
 - Click on “Images” button at top of page.
 - Download Property Record Card (PRC) as TIFF file
 - Print all pages as PDF file
- Arizona Historic Property Inventory Form
- Other official government document showing construction date



4. Measured or dimensioned floor plan showing walls, doors, windows, and other features.

