

## **Historic Landmark Zone (Ch. 18.63) Application Process**

CRITERIA. If you are considering submittal of an application for a property located in unincorporated Pima County as a Historic Landmark Zone, please review the criteria below.

Historic sites, buildings or structures, human-made landscapes or spaces, which are individually listed or individually determined to be eligible for listing in the National Register of Historic Places at the local, state, or national level of significance and meet one or more of the following criteria:

- Authenticated as dating from a particular significant period in Pima County's history
- Associated with the lives of outstanding historical personages
- Associated with significant events or occurrences
- A good example of the architectural period in which it was built and have distinguishing characteristics of an architectural style, method of construction, or be the notable work of a master builder, designer or architect
- Contribute information of archaeological, historical, cultural, or social importance relating to the heritage of the community
- Relate to events, personages or architectural styles which are at least fifty years old, however, outstanding examples less than fifty years should be evaluated on their own merits
- In their original setting which contribute to an understanding of the heritage of the community
- Provide the area with a sense of uniqueness; readily distinguishable from other areas of the community
- Possess integrity of location, design, setting, materials, workmanship, feeling, and association, thus constituting a recognizable entity

PROCESS. Designation of a New Historic Landmark Zone Process:

1. An application for designation of a Historic Landmark Zone may be initiated by the owners of the property, the owners' duly authorized agent, or by the Planning and Zoning Commission with the consent of the owners.
2. The completed application packet shall include:
  - a. Legal description of the property;
  - b. A list by name and title, of all ownership interests in the property;
  - c. Letter of authorization for an agent;
  - d. Site plan. The base site plan shall be drawn to a suitable scale and shall provide the following information where applicable:
    - 1) The layout and elevation of all structures and other improvements, including where appropriate, driveways, and pedestrianways;
    - 2) Existing significant landscape features and proposed landscaped areas, fences, and walls;
    - 3) The location of property lines and public rights-of-way;
    - 4) Specifications as to type, color, and texture of exterior surfaces of structures;

- 5) If applicable, a sign plan, drawn to scale, showing the location, size, design, material, color, lettering and methods of attachment and illumination of all exterior signs; and,
- 6) Any additional information deemed necessary by the Development Services Department or the Cultural Resources and Historic Preservation Division of the Pima County Office of Sustainability and Conservation to properly review the site plan.

e. A completed National Register of Historic Places form or National Register nomination or other documentation from the State Historic Preservation Office that the property is listed in or eligible for listing in the National Register of Historic Places;

f. Other supporting evidence that a property has historic significance meeting the purpose, intent, and criteria of this chapter which may include a description of the historic resources, a recommendation of approval from a plans review subcommittee of a historical commission, a statement of significance, photographs, site plans, and other forms of information; and,

g. Most recent (available) aerial and elevation photos.

3. Preliminary review. Prior to submittal, the applicant shall obtain a recommendation from the Tucson-Pima County Historical Commission (contact 520-837-6968) which shall be submitted with their application. The applicant may consult with the staff of the Development Services Department (520-724-9000) and the Office of Sustainability and Conservation – Cultural Resources and Historic Preservation Division (520-724-6940) concerning submittal requirements.

The application fee is the sum of two “advertised public hearings” fees plus the “Cultural and historic resources review” fee (see “Notice of Public Hearing” and “Cultural and Historic Resources” on fee schedule).

4. Public notice, Planning and Zoning Commission and Board of Supervisors hearings. The submittal shall be reviewed by the Development Services Department and the Office of Sustainability and Conservation – Cultural Resources and Historic Preservation Division. Once determined complete, staff shall schedule the request for public hearing before the Planning and Zoning Commission and Board of Supervisors. The public review, notice and comments shall be consistent with Pima County Zoning Code, Sections 18.91.060(B) and (C), 18.91.070, and 18.91.080, as applicable. The completed application packet, as well as staff and historical commission reviews, recommendations, and comments shall be transmitted to the Planning and Zoning Commission and the Board of Supervisors.
5. Staff report. The Development Services Department shall coordinate with the Cultural Resources and Historic Preservation Division of the Pima County Office of Sustainability and Conservation to provide a written review, analysis, and recommendation on the designation of the property as a Historic Landmark Zone.
6. Public hearings. At the Planning and Zoning Commission hearing, staff may summarize the request including the staff recommendation. The applicant will have the opportunity to present their request, and surrounding neighbors and other interested parties will have an opportunity to speak. The commission may make a recommendation on the case or may continue the request. At the Board of Supervisors hearing, there may be opportunities of presentation by staff, the applicant, and surrounding neighbors/other interested parties. The Board may make a decision or continue the request.

NOTE: Once a property is established as a Historic Landmark Zone, new construction, alterations, or demolition within that site are subject to similar public processes (reference Sections 18.63.080 and 090).