



Step 1: Send a written request to:

**City of Phoenix
Planning & Development Department
Historic Preservation Office
200 West Washington Street, 3rd floor
Phoenix, AZ, 85003**

or historic@phoenix.gov.

The written request should include at least basic information as to why the applicant thinks the property or neighborhood might be eligible for historic designation. Eligibility criteria for listing on the Phoenix Historic Property Register (PHPR) are set forth in [Section 807.D](#) of the city of Phoenix Zoning Ordinance. Once the written request is received, a check will be made to see if the property or neighborhood is already listed in the PHPR or if there is any information available in the city's existing historic property surveys.

Step 2: If Historic Preservation (HP) staff has sufficient information to make a determination of eligibility, or if a determination has already been made, go to Step 3. If additional information is needed, the following will be required:

- If the request is for an individual property, the applicant will need to complete a city of Phoenix/state of Arizona Historic Property Inventory Form for the property. If an Historic Property Inventory Form already exists but needs to be updated, the applicant will need to complete an Historic Property Inventory Update Form.
- If the request is for a neighborhood, the applicant will need to obtain copies of the original subdivision plat map for each subdivision in the neighborhood. Copies of these maps may be obtained from the Maricopa County Recorder's Office web site (www.recorder.maricopa.gov). The applicant will then need to complete an Historic Property Inventory Form for at least one property in each subdivision that is representative of the type of structures found in the subdivision. The applicant will also need to prepare a brief history of the neighborhood documenting the development that occurred in each subdivision within the neighborhood and focusing on the aspects that make the neighborhood significant.

HP staff will review this information and make a preliminary determination of eligibility. Staff may ask that corrections be made or additional documentation be provided before making a preliminary determination of eligibility. Neighborhoods, in particular, may require a significant amount of additional contextual information before a preliminary determination of eligibility can be made.

Step 3: If the preliminary determination shows the property or neighborhood to be eligible, HP staff will meet with the applicant to discuss initiating the PHPR listing process. For neighborhoods, a neighborhood meeting may be necessary to explain the listing process. Before the process can be initiated, each property owner will need to provide a signed and notarized Ownership Authorization Form and Waiver of Claims for Diminution in Value of Property Under Proposition 207. Once these forms are received, staff will request that the HP Commission formally initiate the listing process. If the Commission grants the request, staff will file a formal application for an HP zoning overlay for the property or neighborhood. The applicant may be required to assist staff with mailing letters and posting signs to notify area residents and neighborhood associations of the HP zoning application.

Step 4: The HP Commission will hold a public hearing to review the case, and the Village Planning Committee assigned to the village in which the property or neighborhood is located will also review the case and make a recommendation. Their recommendations will go to the Planning Commission for review in another public hearing. The City Council will then take into consideration all of these recommendations and make a final decision on the application. If the Council approves the application, the HP zoning overlay takes effect, and the property or neighborhood will be officially listed in the PHPR.