



APPROVED BY THE HISTORIC PRESERVATION COMMISSION MAY 20, 2024

The following project types may be approved with a Certificate of No Effect (CNE) provided that the applicant submits a complete application package, the project meets design guidelines adopted by the Historic Preservation (HP) Commission, and HP staff determines that the proposed work will not diminish, eliminate, or adversely affect the historic character of the subject property or historic district, as specified in [Section 812.C](#) of the City of Phoenix Zoning Ordinance.

If a project will result in a property becoming ineligible for listing on the historic register or being reclassified as a noncontributor to an historic district, the project will not be approved as a CNE.

(Note: If there is a Conservation Easement on the property, HP staff will determine whether issuance of a CNE is consistent with the terms of the easement).

MINOR WORK

1. Rear patios and patio covers
2. Swimming pools on corner lots provided they are in the rear yard
3. Rear yard fences no taller than 6 feet in height and located at least 3 feet behind the front corner of house on each side, in compliance with [Section 703.A.2.a.\(1\)](#) of the Zoning Ordinance; rear/side yard fences along major arterial streets no taller than 8 feet in height and located at least 3 feet behind the front corner of house on each side; and rear alley fences taller than 6 feet in height may be eligible for a CNE after the granting of a variance, as determined by HP staff on a case-by-case basis
4. Minor changes to non-publicly visible façades (e.g., rear window opening converted to doorway by expanding down to floor)
5. Attic conversions in rear with no visible impact from street façades
6. Minor restoration or repair work (such as repairing/rebuilding a deteriorated front porch in-kind) on a contributing historic property
7. Replacement of existing roofing materials with same material or acceptable alternative (e.g., replacement of wood shingle with dimensional shingle) and other roof repairs that do not require removal of the roof structure
8. Miscellaneous work items on non-contributors that do not adversely affect the historic character of a historic district
9. Proposals that would potentially change a building's contributing status from non-contributing to contributing can be approved as a CNE by HP staff on a case-by-case basis
10. Other minor work items that do not negatively impact the historic character of a property or neighborhood may be eligible for a CNE as determined by HP staff on a case-by-case basis

DAMAGE REPAIR

Restoration or repair of damage or destruction resulting from casualty, with clear documentation provided.

ACCESSORY BUILDINGS

1. Conversion of existing accessory buildings into living space, provided that:
 - a. The new framing in the garage door opening is inset to reveal the original nature of the building and improve the reversibility; and

- b. The building footprint remains the same or utilizes an addition that meets the CNE policy for additions; and
 - c. The siding material, such as wood or stucco, is not being changed; and
 - d. The major details, such as the roof shape/pitch or building form, are not altered; and
 - e. The windows and doors should be simple in design, with configurations, sizes and proportions similar to those of main house and the visible light transmittance rating of the window must be 0.5 or higher.
2. New accessory buildings, including accessory dwelling units (ADUs), that do not require zoning variances and meet all of the following:
 - a. Location fits the historic pattern of the district; and
 - b. Height is one-story and substantially lower than that of the primary building, with a ceiling plate of 9' or less; and
 - c. Roof form, roofing materials, and wall materials are compatible with the historic property; and
 - d. Windows and doors are simple in design, with configurations, sizes, and proportions similar to those of main house and having a visible light transmittance rating of 0.5 or higher; and
 - e. Footprint is less than 75% of the historic footprint of the primary building, not to exceed 1,000 sq. ft.
 3. Other detached accessory buildings that materially meet the criteria above and do not negatively impact the historic character of the property or district as determined by HP staff on a case-by-case basis.

ADDITIONS

1. Room additions that meet all of the following:
 - a. Footprint is less than 75% of the historic footprint of the building; and
 - b. Location is entirely behind the rear façade of the historic building, and stepped in on at least one side, but ideally on both sides; and
 - c. Height is one-story, at or below the roof of the existing building, with a ceiling plate height of 9' or less; and
 - d. Roof form, roofing materials, and wall materials are compatible with the historic property (if the roof form of the addition must be different from that of the main roof, the height of the addition should be substantially lower than the height of the main house); and
 - e. A significant portion of the historic rear wall is preserved and existing openings are utilized as much as possible to access the addition (i.e., doors and window openings currently in place in the rear façade); and
 - f. Windows and doors are simple in design, with configurations, sizes, and proportions similar to those of main house and having a visible light transmittance rating of 0.5 or higher.
2. Carport additions that have minimal street-visual impact and are:
 - a. Located at the side and set back from the front façade or located at the rear; and
 - b. Single-car bay width or does not exceed one-third the width of the front façade; and
 - c. Open at the front, side and rear; and
 - d. Utilizing a trellis roof, shed roof or other roof form that is compatible with the historic property with a height substantially lower than that of the house; and
 - e. Simple and minimal in design and detailing and distinguishable as new; and
 - f. Attached to the building (or detached) in a way that minimizes the loss of historic materials and does not obscure, damage or destroy historic features.
3. Additions to accessory buildings that meet all of the following:
 - a. Located on the rear half of the lot or have minimal street visibility; and

- b. Height is one-story and substantially lower than that of the primary building, with a ceiling plate of 9' or less; and
 - c. Utilize a compatible roof form, roofing materials, and wall materials; and
 - d. Use windows and doors that are simple in design, with configurations, sizes, and proportions similar to those of main house and have a visible light transmittance rating of 0.5 or higher; and
 - e. Result in a total footprint less than 75% of the historic footprint of the primary building, not to exceed 1,000 square feet.
4. Additions that materially meet the criteria above and do not negatively impact the historic character of the property or district as determined by HP staff on a case-by-case basis.

SOLAR

Solar Panels

1. Solar panel proposals which meet all city building permit requirements, and in which the panels are either:
 - a. Not street visible (i.e., entirely below roof parapet, on rear of house, on freestanding structure in rear yard below main house roof, or not visible evidenced by perspective drawings at front and oblique angles); or
 - b. Located on the rear half of hipped or gabled roof and no solar panels are proposed on the street-facing slope of the roof; or
 - c. Located on a rear outbuilding
2. Solar panel proposals that do not meet #1 above but where all non-street visible options, including removing panels, have been fully explored as evidenced in writing by a solar designer and/or professional structural engineer. HP may request data regarding to what extent efficiency of the system and monetary savings are diminished by reducing the number of panels as recommended by HP staff. HP staff may also request copies of the system data and analysis provided by the solar company to the solar client.
3. Other solar panel applications that materially meet the criteria above and do not negatively impact the historic character of the property or district as determined by HP staff on a case-by-case basis

Solar Roofs

1. Solar roof systems which meet all city building permit requirements, and in which the glass roof tiles are textured and are replacing asphalt shingles, asbestos, slate, metal, or wood shingles as determined by HP staff on a case-by-case basis

SIGNS

1. Small indirectly lit, freestanding signs in the front, side or rear yard; or
2. Signs affixed to commercial buildings which do not block or cover historic features, are of appropriate size and mass for historic buildings, are affixed without penetrations through historic masonry or other decorative finishes (as evidenced by a detail drawing showing mounting location), and which have finishes and shape consistent with the historic building, as determined by HP staff on a case-by-case basis

WINDOWS

As of July 1, 2011, window replacement as a stand-alone work item no longer requires a building permit or HP Office review as long as certain conditions are met. For more information, please refer to the [Window Replacement Without a Permit Interpretation](#). However, window replacement that is part of a larger project requiring a construction permit is still subject to HP review. Window replacement in historically designated areas should be carried out in accordance with the [City of Phoenix Guide to Window Repair and Replacement for Historic Properties](#).