

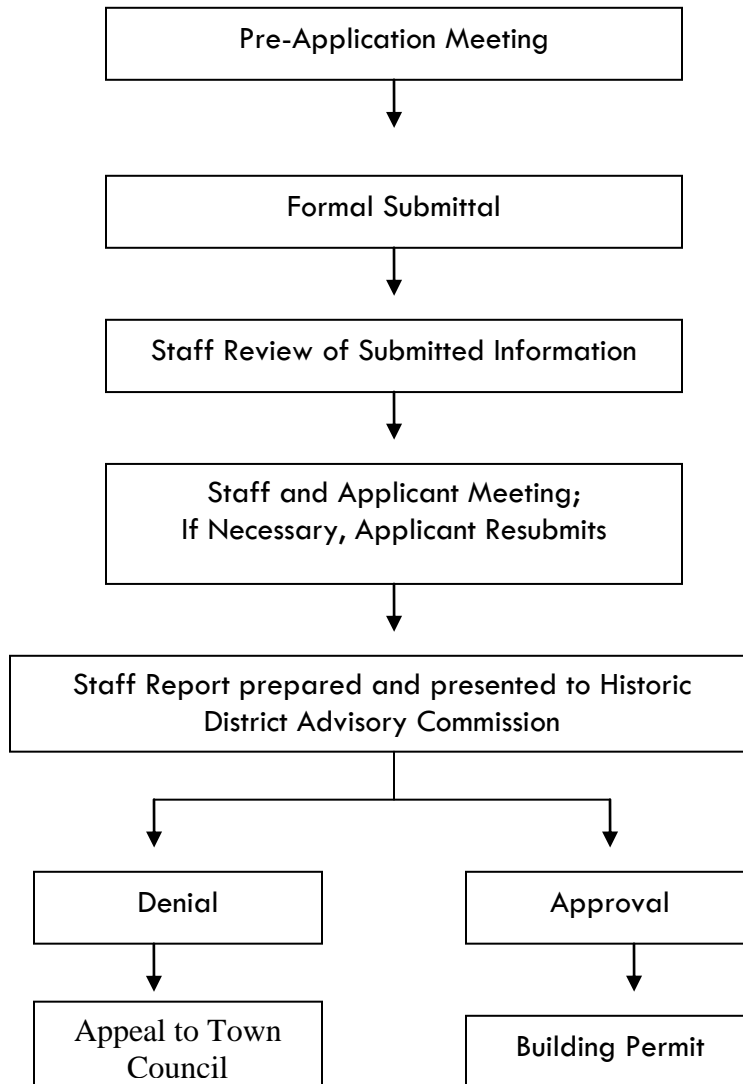


# TOWN OF FLORENCE

## HISTORIC DISTRICT Application & Checklist

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# TYPICAL HISTORIC DISTRICT APPLICATION PROCESS



# HISTORIC DISTRICT DESIGN REVIEW APPLICATION PROCEDURES

The following information is provided to assist in the preparation and submittal of an application for a design review for a property within the Historic District of the Town of Florence. The Design Review request will be decided by the Historic District Advisory Commission.

1. **Pre-Application Review Process** – Prior to filing an application for a design review, the applicant, if requested, must complete the Pre-Application review meeting with the Community Development Department (if applicable).
2. **Application Filing** – For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. Ensuring the accuracy of the request is the responsibility of the applicant. Applications will not be accepted or processed without an adequate description of the "Request" being submitted. Applications received after 3:00 p.m. will be processed the next business day. Incomplete applications will not be accepted.
3. **Staff Reports** – After the staff comments have been addressed and the project has been scheduled for a meeting, the public hearings, the Community Development Department will prepare reports describing and evaluating the proposed project and making recommendations to the Historic District Advisory Commission. Copies of the staff reports will be made available to the public, where requested, and sent to the applicant prior to each public hearing.
4. **Historic District Advisory Commission** – Regular Historic District hearings occur on the last Wednesday of each month at 6:00 p.m. Regular meetings are held at Florence Town Hall, 775 North Main Street. The applicant or a project representative must be present at the hearing. After the hearing the Commission will recommend approval, approval with modifications or denial of the Design Review application.
5. **Appeal Recommendation to Town Council** – The applicant may appeal the Historic District Advisory Commission's decision to the Town Council within fifteen days (15) of the decision. The appeal letter must describe the unresolved issues and describe what design solutions are proposed by the applicant. The applicant is notified of the date of the Town Council meeting to consider the appeal a minimum of fifteen (15) days prior to the public meeting. The decision of the Town Council is final.

- 6. Inactive Cases** – All applications need to be actively pursued to a decision. If no activity has occurred on an application for 180 days, the application will be determined to be inactive, deemed to be withdrawn and the file will be closed. Thirty (30) days prior to that date the staff will notify the applicant in writing. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Community Development Director may grant an extension for up to 180 days for good cause if there is a reasonable belief that the application will be actively pursued during the extension period.

## **HISTORIC DISTRICT DESIGN REVIEW APPLICATION**

The purpose of Historic District Design Review is to:

1. Promote development consistent with the Town's codes, policies, guidelines, zoning regulations and overall goals and vision per the Town's General Plan;
2. Ensure that development is compatible and in character with the surrounding area;
3. Provide an opportunity to address site plan, architectural, engineering and other development issues at a preliminary level to facilitate the subsequent preparation of construction plans and to assist in expediting permitting and development activities; and
4. Allow an opportunity to review the aesthetic and functional aspects of a proposed development or project.

After the application is submitted to the Town of Florence Community Development Department, staff will review the application materials. The following criteria will be reviewed by the Community Development Department:

- The proposed development complies with all provisions of this ordinance and all other ordinances, Townsite Preservation Historic District Guidelines, general plans, goals, objectives and standards of the Town of Florence.
- Building heights, building locations, access points, and parking areas of the proposed development will not negatively impact adjacent properties or the surrounding neighborhood.
- The proposed development promotes a functional relationship of structures to one another, to open spaces, and to topography both on the site and in the surrounding neighborhood.

- The height, location, materials, color, texture, area, setbacks, and mass, as well as parts of any structure (buildings, walls, signs, lighting, etc.) and landscaping is appropriate to the development, the neighborhood and the community.
- Applicability of the Secretary of the Interior Standards for Rehabilitation for preservation efforts in the Historic District.
- Ingress, egress, internal and external traffic circulation, off-street parking facilities, loading and service areas, and pedestrian ways are so designed as to promote safety and convenience.
- The architectural character of the proposed structure is in harmony with, and compatible to, structures in the neighboring environment and the architectural character desired for the Town; avoiding excessive variety or monotonous repetition.
- All mechanical equipment, appurtenances and utility lines are concealed from view and integral to the building and site design.
- All commercial signage shall comply with Townsite Historic Preservation Design Guidelines and Town Codes

# HISTORIC DISTRICT DESIGN REVIEW CONTENT REQUIREMENTS

## 1. Project Narrative

- Description of proposed project; and
- Information on how the project will blend with existing Town structures.

## 2. Site Plan

- Vicinity Map;
- Scale, north arrow, and dimensions;
- Net acres;
- Property lines, easements, alleys, private streets, and adjacent rights-of-way and easements showing existing and future improvements, access points, signals, etc.;
- Conceptual water retention areas and drainage plan;
- Conceptual landscape plan;
- Location of required building setbacks and spaces between buildings with dimensions;
- Location and size of any existing/proposed building(s), structure(s), or land uses;
- Location and size of parking spaces and the number of spaces required and provided;
- Location of other existing and proposed improvements such as walls, yards, outside storage, loading areas, etc.;
- Method of screening for parking, storage and loading areas;
- Location and screening of refuse enclosures;
- Vehicular and pedestrian circulation, including ADA accessibility requirements;
- Queuing area for drive through uses;
- Emergency apparatus access and required turning radii;
- Adjacent lot lines and/or structures within 300 feet;
- Existing zoning on site and adjacent properties within 300 feet;
- Location and type of existing and proposed site lighting fixtures;
- Date of preparation including dates of any subsequent revisions; and
- If prepared by a Design Professional, a signature and seal is required.

## 3. Elevations (if applicable)

- All elevations of each building proposed for the project;
- Exterior dimensions;
- Material proposed; and
- Location and type of lighting fixture proposed.

## 4. Design Review Signage applications (if applicable)

- Site Map with the location and distance between signs (if more than 1)
- Location and dimensions of proposed signs.
- Display type of signage (monument, cabinet, etc.)
- Display the elevation of the signs to road and building.

# HISTORIC DISTRICT DESIGN REVIEW CHECKLIST

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
<b>Application</b>		
<b>Fee</b> (Please review the fee schedule for applicable fees. All fees are Non-Refundable)		
<b>Owner's Permission Form</b> (if application is not filed by property owner)		
<b>Required Findings:</b>		
<b>Project Narrative</b>		
<b>Site Plan</b> (copy types and quantities subject to change):		
10 copies – (8.5" X 11") Site Plan		
10 copies – (8.5" X 11") Conceptual and Grading/drainage and landscape plan		
10 copies – (8.5" X 11") Materials and colors exhibits		
1 copy – (2' X 3') Materials and colors exhibits		
<b>Elevations</b> (copy types and quantities subject to change):		
10 copies – (8.5" X 11") Building elevations		
<b>Signage</b> (if applicable; copy types and quantities subject to change):		
10 copies – (8.5" X 11") of Signage plan		
10 copies – (8.5" X 11") Materials and colors exhibits		

**Note:** Scheduling of your request for consideration by the Historic District Advisory Commission is contingent upon receipt of a **complete application**. Additional factors will determine whether your request is heard on the meeting date corresponding to the submittal deadline date. The applicant will be notified of their application's status.

A pre-application meeting with the Town's Technical Review Committee is recommended for most development applications. Applicant, where requested, must set a meeting time with the Community Development Department prior to the submittal deadline.

# THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.



10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

(Source) <http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>

**The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.**



# OWNER'S PERMISSION FORM

This sheet must be completed if the applicant is not the owner of the property.

I/we, the Undersigned, do hereby grant permission to: \_\_\_\_\_

to act on my/our behalf for the purpose of obtaining one or more of the following: Design Review and/or other below-noted request on the following described property:

\_\_\_\_\_

Owner(s)

\_\_\_\_\_

Signature

\_\_\_\_\_

Print or Type Name

Address

\_\_\_\_\_

\_\_\_\_\_

Telephone

\_\_\_\_\_

STATE OF ARIZONA                    )  
  )  
County of \_\_\_\_\_                )

ss

On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that \_\_\_\_\_ executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public