



CERTIFICATE OF NO EFFECT/CERTIFICATE OF APPROPRIATENESS APPLICATION

(Electronic Version Available at: www.casagrandeaz.gov/web/guest/devforms)

Request Type (Please indicate application type):

- Certificate of No Effect
- Certificate of Appropriateness

1. **HISTORIC LANDMARK/DISTRICT NAME** _____
 Street Address _____
 Assessors Parcel #'s _____
 Acreage _____ Building Area (sq. ft.): Existing _____ Proposed _____

2. **APPLICANT INFORMATION:**
 Name _____
 Address _____ City _____ State _____ Zip Code _____
 Phone _____ Fax _____ Email Address _____
 Status (Owner, Lessee, Agent, etc.) _____

3. **PROPERTY OWNER(S):**
 Name _____
 Address _____ City _____ State _____ Zip Code _____
 Phone _____ Fax _____ Email Address _____

OWNER/APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES:

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is issued on the representations made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations.

 Signature of Property Owner Date Signature of Applicant Date

**** Applicants who are not the property owner of record are required to have the application co-signed by the property owner and provide a signed statement by the property owner authorizing the submittal of the application on their behalf by the applicant. See attached Owner Authorization Form.**

CITY INTAKE:

Date Accepted & Logged In: _____ Intake Staff: _____

Fee Receipt # _____ Assigned Planner: _____

Planner Approval for Submittal: _____



Pre-Application Process

No person shall carry out any exterior alteration, restoration, reconstruction, demolition, new construction or moving of a landmark or property within a historic district, nor shall any person make any material change in the appearance of such a property, its light fixtures, signs, sidewalks, fences, steps, paving or other exterior elements visible from a public street or alley that affect the appearance and cohesiveness of the historic landmark or historic district, without first obtaining a **Certificate of No Effect** from the Planning Department or a **Certificate of Appropriateness** from the Historic Preservation Commission. "Alteration" means any construction or change of the exterior of a building, object, site or structure designated a landmark. For buildings, objects or structures, "alteration" shall include, but is not limited to, the changing of roofing or siding materials; changing, eliminating or adding doors, door frames, windows, window frames, shutters, fences, railings, porches, balconies, swings or other ornamentation, and the changing of paint color. "Alteration" shall not include ordinary repair and maintenance.

Prior to the submittal of either a Certificate of No Effect or Certificate of Appropriateness application, the applicant is required to hold a Pre-Application meeting with the Planner to review the type of Certificate required, application submittal requirements, processing steps and timelines.

Certificate of No Effect

A Certificate of No Effect is granted by the City of Casa Grande Planning and Development Department for minor exterior alterations to the exterior of a building, object, site, or structure designated as a landmark.

Application Processing

- 1) Staff Review of Submitted Plans- The complete application will be reviewed by the City Planning Department Staff. Review comments will be sent back to the applicant within 14 days after the submittal of a complete application. The applicant is responsible for addressing staff comments/redlines and submitting revised plans. Staff will respond to the re-submittal, and any subsequent reviews within a maximum of 10 days.
- 2) Planning Department Action - If the Planning Department finds that the facts presented in the matter justify approval, it may approve the request with any conditions deemed necessary to preserve the intent of the Historic Preservation Ordinance. If the Planning Department finds that the facts presented do not justify approval, it must deny the request and will specify the reasons. The applicant can appeal the Planning Department's decision to the Historic Preservation Commission by applying for a Certificate of Appropriateness.

Certificate of Appropriateness

Application Processing

- 1) Staff Review of Submitted Plans- The complete application will be reviewed by the City Planning Department Staff. Review comments will be sent back to the applicant within 21 days after the submittal of a complete application. The applicant is responsible for addressing staff comments/redlines and submitting revised plans. Staff will respond to the re-submittal, and any subsequent reviews within a maximum of 14 days. After comments/redlines have been adequately addressed, a Staff Report will be prepared and the application forwarded to the Historic Preservation Commission for consideration at the next regularly scheduled meeting.
- 2) Historic Preservation Commission Hearing –The Commission shall hold a public hearing on the application, at which an opportunity will be provided for proponents and opponents of the application to present their views. The Commission shall approve, approve with conditions deemed necessary to preserve the intent of the Historic Preservation Ordinance or deny the certificate of appropriateness. If the Commission finds that the facts presented do not justify approval, it must deny the request and will specify the reasons. Normally, a decision is made at the same meeting that the hearing is held. Historic Preservation Commission hearings are held on the fourth Monday of each month at 6:00 p.m. at the City Hall Council Chambers, 510 E. Florence Boulevard, Casa



Grande, AZ 85122.

- 3) Hardship Application – If the Historic Preservation Commission denies a Certificate of Appropriateness request, applicant may apply for relief on grounds of hardship. Application shall be made in writing and submitted to the Commission within 45 days after receipt of written denial.
- 4) Appeals – Any person aggrieved by a decision of the Historic Preservation Commission relating to hardship may, within 15 days of the decision, file a written application with the City Council for review of the decision.

Application Submittal Package

Each application for a Certificate of No Effect or Certificate of Appropriateness shall be accompanied by the following:

- 1) Project narrative
- 2) Legal description
- 3) Site Plan (*Residential*), containing the following:
 - a) Name of project
 - b) Date of plan preparation including subsequent revisions
 - c) North point indicator
 - d) Scale of not less than 1" to 50'
 - e) Vicinity map
 - f) Site statistics (in table form), indicating the following:
 - Zoning & proposed use
 - Site area net & gross (*show in acres and square feet*)
 - Total building area (*square feet*)
 - g) Boundary line of property with dimensions
 - h) Buildings and structures
 - i) Existing/proposed building setbacks
 - j) Fences and walls
 - k) Exterior lighting including cut sheets
 - l) Parking facilities, including bicycle racks
 - m) Provision for handicapped accessibility, including but not limited to wheelchair ramps, parking spaces, hand rails, and curb openings in accordance with A.R.S. 34-404 through 34-439
 - n) Sidewalks, walkways, driveways, loading areas and docks, bikeways
 - o) Adjacent streets and street rights-of-way
 - p) Proposed improvement phasing

Site Plan (*Commercial*), containing the following:

- a) Name of project
- b) Date of plan preparation including subsequent revisions
- c) North point indicator
- d) Scale of not less than 1" to 50'
- e) Vicinity map
- f) Site statistics (in table form), indicating the following:
 - Zoning & proposed use
 - Site area net & gross (*show in acres and square feet*)
 - Total building area (*square feet*)
 - Total number of parking spaces including bike racks and handicap parking spaces
- g) Boundary line of property with dimensions
- h) Buildings and structures
- i) Existing/proposed building setbacks
- j) Fences and walls
- k) Proposed detached signage
- l) Exterior lighting including cut sheets



- m) Parking facilities, including bicycle racks
- n) Provision for handicapped accessibility, including but not limited to wheelchair ramps, parking spaces, hand rails, and curb openings in accordance with A.R.S. 34-404 through 34-439
- o) Sidewalks, walkways, driveways, loading areas and docks, bikeways
- p) Adjacent streets and street rights-of-way
- q) Onsite and offsite traffic flow
- r) Proposed improvement phasing
- 4) Elevation drawings of the proposed work (if applicable);
- 5) Perspective drawings, including the relationship of the proposed work to adjacent properties (if applicable);
- 6) Photographs of the property;
- 7) Where the proposed work includes signs of lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of the materials to be used, the method of illumination, and a plan showing the sign's location on the property; and
- 8) Any other information that the Planning Department may deem necessary in order to visualize the proposed work (see Planning Department Staff).

Public Notice (*Certificate of Appropriateness only*)

- 1) City Staff will provide the applicant the following notification items 21 days prior to the hearing:
 - a) Sign Posting Instructions
- 2) Notice of the Paper- City staff will prepare the Notice of Public Hearing.
- 3) Sign Posting- The applicant must post a Notice of Public Hearing Sign at least fifteen (15) calendar days prior to the date of the public hearing subject to the Casa Grande Public Notice Sign Posting Instructions. (<http://www.casagrandeaz.gov/web/guest/devforms>)
- 4) Notice to Property Owners - City Staff will prepare and mail the Notice of Public Hearing.

Fees

Certificate of No Effect: No fee

Certificate of Appropriateness: No fee



Certificate of No Effect/Appropriateness - Application Intake Checklist

	Applicant	Planner
1) Owners Authorization Form <i>(if applicable)</i> _____	□	_____
2) Project Narrative _____	□	_____
3) Legal Description <i>(8 1/2 x 11 page)</i> _____	□	_____
4) Site Plan <i>(if applicable)</i> _____	□	_____
▪ <i>(2 copies – (24" x 36") folded)</i>		
5) Conceptual Architectural Elevations/Renderings <i>(if applicable)</i> _____	□	_____
▪ <i>(2 copies – (24" x 36") folded)</i>		
6) Site Photographs _____	□	_____
7) Sign Details <i>(if applicable)</i> _____	□	_____
8) CD containing all submittal Documents _____	□	_____
▪ <i>(1 CD with all documents in PDF format)</i>		

