



CITY OF GLENDALE PLANNING

APPLICATION FOR CERTIFICATE OF NO EFFECT & APPROPRIATENESS

Application Number:	Date Filed:	Taken By:	Assessor's Parcel #:
APPLICATION FOR CERTIFICATES OF NO EFFECT AND APPROPRIATENESS			
Historic District or Property Name:			
Address/Legal Description of Property:			
Description of Proposed Work:			
Present or proposed use of property:			
Justifications for Request (Attach separate sheet if necessary):			
Applicant:			
Phone:			
Address:			
Owner:			
Phone:			
Address:			
If this application is filed by someone other than the owner, the owner must complete the following section:			
I hereby give authorization to: _____ to represent me in this application.			
Signature: _____		Date: _____	
FOR CITY USE ONLY			
_____ Completed Application	_____ Property Owners List (300')	_____ Site Plan	
_____ Legal Description	_____ Deed/Title	_____ Floor Plan	
Project Manager: _____			
Hearing Date: _____			

APPLICANT'S GUIDE

HISTORIC PRESERVATION

CERTIFICATE OF NO EFFECT and CERTIFICATE OF APPROPRIATENESS

Thank you for your interest in Glendale's historic properties and their protection! If you are contemplating changes to your historic property you will need either:

- A. A CERTIFICATE OF NO EFFECT that may be issued for minor work which does not materially change the historic character of the property, and the proposed work is clearly within the adopted design guidelines, or;
- B. A CERTIFICATE OF APPROPRIATENESS which must be applied for if the proposed work will make material changes that may alter, diminish, eliminate or effect the historic or architectural character of the property in any way.

NOTE: The Certificate approval process applies only to exterior work requiring a building permit. Plans for interior work do not require approval from the Historic Preservation Officer.

1. The applicant must make an appointment with a member of the Planning Department staff prior to submitting an application by contacting the Development Services Center at 623-930-2800. The purpose of this pre-application meeting is to permit staff and the applicant to discuss the feasibility of the request and any alternatives which may improve the chance of the request being granted. Staff will also review the required components of a complete application and give the applicant an overview of the process for obtaining a Certificate of No Effect or a Certificate of Appropriateness.
2. The following must be submitted to the Planning Division before the application will be accepted:
 - a. Completed application form signed by the property owner.
 - b. Legal description of the property.
 - c. Maricopa County Assessor's listing of property owners within 300 feet, including parcel map. (For Certificate of Appropriateness only)
 - d. Written statement describing the proposed work and justifications for the request.
 - e. Site plan.
 - f. Floor plan.
 - g. Elevations.
 - h. Photographs.
 - i. Other requirements as identified by the project manager.
3. Within ten (10) days of submitting a complete application your project will be evaluated to determine whether your project is eligible for a Certificate of No Effect or a Certificate of Appropriateness.
4. If your plans require a Certificate of Appropriateness, your application will be scheduled for a public hearing before the Historic Preservation Commission. The owner or a designated representative must be present at this public hearing.
5. Any person aggrieved by a decision of the Historic Preservation Commission may appeal that decision to the City Council by filing a written appeal with the Historic Preservation Officer within fifteen (15) days of the Historic Preservation Commission's action. If appealed, the matter will be set for a public hearing before the City Council.
6. When your Certificate of Appropriateness is approved and the fifteen (15) day appeal period has passed, a copy of this application form and an approved set of your plans will be returned to you. These items must be taken to the Development Services Center (when you apply for a building permit).

Any modifications to an approved set of plans require the written approval of the Historic Preservation Officer.