

- 13 pages:
- Application
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- Press Release

FAX TO: Annie & Jac  
282-8447

FR: Kathy Levin  
Jan. 9, 2012 &

Jan. 12, 2012



**City of Sedona  
Historic Preservation Commission  
Small Grant Program  
2011-2012 Application**

Please review the Historic Preservation Commission Small Grant Program requirements prior to completing this application. The property owner is required to speak with a staff member assigned to this program prior to submitting this application. Please answer all questions and enter a "NA" for those questions not applicable. Points are awarded based on content and clarity. Attach additional sheets as necessary when responding to the questions.

Jan. 27, 2012

The deadline to submit applications for this grant cycle is Friday, January 6, 2012. Any application received after this deadline may be considered in a future funding cycle. Applications will be reviewed according to the criteria established in the Small Grant Program Requirements.

Submit the original and 8 copies of the application to:

The City of Sedona Community Development Department  
Attn: HPC Small Grant Program  
102 Roadrunner Drive  
Sedona, AZ 86336.

**RECEIVED**  
JAN 26 2012

CITY OF SEDONA  
COMMUNITY DEVELOPMENT

For questions or more information call Sara McGee, Planner, at 928-203-5151 or by e-mail [SMcGee@sedonaaz.gov](mailto:SMcGee@sedonaaz.gov).

**Part I: General Information (10 points)**

- a) Property Address 100 Brewer Rd. Sedona, AZ. 86336  
 Property Owner Annemarie Hunter  
 Mailing Address 80 PALISADE DR. SOUTH. SEDONA AZ. 86336  
 Phone 928-282-0705 FAX 282-4996 Email ahummingbirdhouse@gmail.com
- b) Has the property received Historic Preservation Commission Small Grant Program funding within the last year? (10 points)  
 Yes  No

Note: Ten points will be awarded to applicants who have not received funding through the Historic Preservation Commission Small Grant Program within the last fiscal year.

## Part II: Property Information/Historical Significance (15 points)

- a) Historic Name Historic Hart Store
- b) Is your property identified in the City's Historic Resource Survey?  
Yes  No

- c) The property is currently designated: (5 points)
- |                     |   |                             |
|---------------------|---|-----------------------------|
| A local landmark    | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| A state landmark    | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| A national landmark | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

- d) Briefly describe what you know about the historical and architectural significance of your property, including the date of construction. Please provide details about some unique features (e.g. "you are the second owners"; "the original designer was Jane Smith"; "construction is wood frame with red rock facing").

THE HART STORE WAS THE FIRST STORE IN SEDONA, BUILT IN 1926 BY FRANK BLACK. THE STORE SOLD GAS, PRODUCE, FEED FOR ANIMALS, ICE CREAM, CLOTHING AND GENERAL SUPPLIES. THE HART STORE WAS THE FIRST TO GET ELECTRICITY, FIRST TO HAVE A TELEPHONE. THE PHONE WAS USED BY ALL VISITORS AS WELL AS ACTORS WHEN THEY WERE FILMING ON LOCATION IN SEDONA. THE STORE WAS GIVEN TO MARVIN SMITH'S FATHER FOR HIS DONATION TO THE HART FAMILY. THE BUILDING BECAME A DUPLEX UNTIL THE 1970'S, THEN STOOD UNOCCUPIED UNTIL WE PURCHASED IT FROM MARVIN SMITH "SMITTY" IN MAY OF 2001. THE BUILDING IS FRAMED WITH BOARD AND BATTEN FACE, THEN STOCKED SOME TIME LATER. THE FRONT OVERHANG WAS LATER CLOSED IN TO MAKE TWO MORE ROOMS.

- e) Briefly describe previous rehabilitation, preservation, or restoration work that has been completed on your property. List the major work items and the year of completion.

IN 2001-2002 WE PUT A NEW ROOF ON, REPAIRED OR REPLACED ALL TRIM AND DAMAGE. WE REPAIRED AND PAINTED INTERIORS AS WELL AS EXTERIOR. REPLACED OLD WOOD FLOORS + LINOLEUM WITH RECLAIMED HART PINE FROM AN OLD TEXTILE MILL IN 1898 OUT OF SOUTH CAROLINA. WE WERE ABLE TO MOVE DOORS AND WINDOW AROUND BUT KEPT ALL THINGS ORIGINAL. WE OPENED THE STORE IN OCTOBER 2001.

- f) Is an application for local landmark designation attached? (10 points)  
Yes \_\_\_\_\_ No ✓
- g) Is your property on the City of Sedona's Most Endangered Places list? (5 points)  
Yes ✓ No \_\_\_\_\_

**Part III: Scope of Work (65 points)**

a) Project Category

Check the category that best describes your project:

- \_\_\_\_\_ Rehabilitation: Repair, alterations, and additions to make or sustain a compatible use for the property.
- ✓ Preservation: General focus on maintenance and repair of historic materials and features to sustain existing form, integrity, and materials of historic property.
- \_\_\_\_\_ Restoration: Removal of features and reconstruction of missing features to accurately depict a particular period of time.

b) Project Description

1) Describe the work you propose and be specific. Include the size of the area(s) included in the scope of work. For example - "40 linear feet of trim to be painted"; "400 square feet of exterior surface to be painted". (10 points)

WR HAVR JUST REPAIR FLOORS CAUSRD BY THR FLOOD ON  
AUGUST 1 2011. WR SANDRD AND APPLRD 3 COATS OF FLOOR  
FINISH. WR NRDR TO SCRAPR OUT PUDDY FRDM WINDOWS AND  
RECAULK AND PAINT THR SASH AND FRAMRS. EXTRAYON PAINT  
HAS DETERIORATED FROM THRFR FLOODS (9/10/09, 8/1/11  
9/15/11). WR NRDR TO PAINT THR STUCKS, SIDING, AND WOOD  
FASCIA. THR FRNCR NRDRS TO BR RRPAHRD, AGAIN FRDM  
FLOODING. 1476 SQ FT OF WALL+ FASCIA TO BR PAINTED, 1100  
SQ FT OF FLOOR RRPAHRD AND FINISHRD (SANDING INCLWRD).  
RRPAHR OF FRNCR HAS TO BR CUT SINCR SILTH HAS ALRNADY  
BUILT UP FRDM FLOODS. REPLACE A WINDOW SASH  
THAT FINR DRPT BROKE TO GET 2 LADYS OUT OF THR  
STRDR DURING THR FLOOD. REPLACE GARDN DR DRAMAGRD  
BY THR FLOOD.

- 2) Describe in detail the materials or methods proposed and how the proposed work will be compatible with the relevant historic, cultural, educational or architectural qualities characteristic of the structure. Address elements of size, scale, massing, proportions, orientation, surface textures and patterns, details and embellishments and the relationship of these elements to one another.

Describe how the project meets the Secretary of the Interior's Standards for the treatment of Historic Structures. (These standards are available for review at the City of Sedona Department of Community Development or online at [www.nps.gov/history/hps/tps/standguide/overview/using\\_standguide.htm](http://www.nps.gov/history/hps/tps/standguide/overview/using_standguide.htm) (30 points)

WE WILL RESTORE BUILDING TO IT'S ORIGINAL APPROVED  
COLORS AS ESTABLISHED IN 2001. WE WILL REPAIR  
EXISTING WINDOWS TO PREVENT FURTHER DETERIORATION  
OF THE WINDOW SASH BY SCRAPING OLD CRACKED GLAZING  
COMPOUND WITH NEW AND REPAINTING, WE WILL BE CAULKING  
(CRACKS CAUSED BY THE FLOODS), PAINTING, REPAIRING DOORS,  
A REAR WINDOW WAS KNOCKED OUT TRYING TO  
GET 2 LADIES TRAPPED IN THE STORE. WE WANT TO  
MATCH THE ORIGINAL ONE. WE REFINISHED THE FLOORING  
IN ALL BUT ONE ROOM. WE SANDED AND APPLIED THREE  
COATS OF URETHANE.

- 3) Describe how the proposed work undertakes critical exterior improvements, maintenance, or repair. (20 points)

IN ARIZONA WOOD IS THE HARDEST TO MAINTAIN. YOU  
 HAVE TO PAINT WOOD MORE OFTEN THAN STUCCO. WHEN WE  
 WERE FLOODED BACK IN 2009 WE HAD SO MUCH DAMAGE,  
 WE COULD ONLY DO SO MUCH TO PRESERVE THE BUILDING.  
 NOW THE BUILDING IS SHOWING SIGNS OF CRACKING AND  
 DRYING OUT.

- 4) Describe how the project improves the exterior visual appearance of the property. (5 points)

BY PAINTING AND REPLACING DRY OUT GLAZING COMPOUND,  
 IT WILL HAVE CONSERVED HEAT LOSS AT THE WINDOWS. THE PAINTING  
 WILL IMPROVE THE PRESERVATION AS WELL AS AESTHETIC  
 STATUS.

- 5) Will the proposed work be visible from the street?

Yes  No

- 6) Explain your overall future plan for the structure and site. Include whether or not you anticipate applying for future Small Grant Program funds.

BARRING ANOTHER FLOOD, WE PLAN ON RUNNING OUR  
 STORE AS LONG AS WE PHYSICALLY CAN. THE STORE IS  
 APPRECIATED FOR IT'S CHARM, UNIQUENESS IN INVENTORY  
 AND THE WONDERFUL WOMEN WHO WORK FOR US.

## **PART IV: Cost Estimates/Proposals (10 points)**

a) Cost Estimates/Proposals

Provide **two** original itemized cost estimates/proposals for each item of the work proposed. The exception to this requirement is in the case of a sole source. If a sole source is proposed, only one original cost estimate/proposal is required for that work item. A sole source is applicable when:

- Only one contractor is qualified to perform the work, or
- If the procurement is of such a specialized nature that only a single source, by virtue of experience, expertise, or proximity could most satisfactorily provide the product or service.

Each cost estimate/proposal shall be itemized, comparable and for the same type of product and/or scope of work. Cost estimates/proposals must be submitted in the form provided by the City. Only original cost estimates/proposals (no copies/faxes) will be accepted. All cost estimates/proposals shall be on the letterhead of the contractor providing the cost estimate. All cost estimates/proposals shall itemize the scope of work and must be specific. Cost estimates/proposals shall include material types, size of area(s) or quantity of materials to be used for all components of work. For example, "40 linear feet of trim to be painted using semi-gloss paint"; "400 square feet of exterior surface to be painted using flat paint"; "install new Doug Fir #2 rough wood planks for 25' x 10' deck".

Building permit fees, if applicable, are the sole responsibility of the property owner and cannot be included in the project cost.

Cost estimates/proposals that are submitted as part of this application must be dated within the last sixty (60) days of the submittal deadline. While this is not intended to serve as a price guarantee from the contractor, it demonstrates current market values for the work proposed. Any price increases above the requested amount are at the sole responsibility of the property owner.

b) Licensed Contractors

The property owner is required to use a licensed contractor for all cost estimates/proposals and actual work performed. The contractor's license number is required to be included on the cost estimates/proposals. The property owner is encouraged to select a contractor who is best qualified to perform the scope of work. The choice of contractors is at the sole discretion of the property owner. Selection of the lowest price is not required. If a non-licensed contractor performs any or all of the approved scope of work, the project is no longer eligible for the grant.

c) Summary Table

Based on submitted cost estimates/proposals, complete the table below.

Item		Cost Estimate/Proposals	
		Cost Estimate/ Proposal #1	Cost Estimate/ Proposal #2
	Materials and labor	\$ 5250.00	\$
	Sales Tax	\$ INCLUDED	\$
	Total amount of Eligible Items	\$ 5250.00	\$
	Requested City Grant	\$ 2625.00	\$
	Property Owner Contribution	\$ 2625.00	\$

Note: The minimum grant amount is \$1,000 and the maximum is \$4,000. The property owner must provide at least 50% of the project cost.

Name of Contractor for Cost Estimate/Proposal #1: JIM DUNCAN / PAINTER

Contractor license number: \_\_\_\_\_

Name of Contractor for Cost Estimate/Proposal #2: BURCH CONSTRUCTION

Contractor license number: \_\_\_\_\_

d) Which Contractor do you anticipate using for this project? BURCH CONSTRUCTION

Why did you select this Contractor? MORE THOROUGH, BETTER QUALITY

e) Are you providing a contribution greater than 60% of the project cost? (10 points)

Yes \_\_\_\_\_ No

**PART V: Application Submittal Requirements**

The property owner is required to submit the following documents as part of the application packet:

a) Two photographs clearly depicting each area(s) included in each scope of work. The intent of the photographs is to show the deteriorated features that need to be rehabilitated,

- preserved, or restored or the effect the deterioration has had on other parts of the building.
- b) A site plan that shows the location of property lines and streets, easements, etc. The site plan shall include an outline or "footprint" of all structures on the site as well as driveways, patios, swimming pools etc. The location of the proposed rehabilitation shall be indicated on the site plan. (Contact City of Sedona GIS Department at 928-204-7206)
- c) When possible, archival documents (e.g. original drawings, early photographs) if you are proposing to reconstruct or replicate an historic exterior element of the structure.
- d) An application for Landmark designation if you intend to pursue that option.

### **PART VI: Certification by Property Owner**

I declare that I have reviewed the City of Sedona Historic Preservation Commission Small Grant Program Requirements, I understand its contents, and I am submitting this application in accordance with that program. All information submitted is true to the best of my knowledge and belief. I acknowledge that any error may affect the review and approval of this application. I understand that if I wish to change any aspect of the project after it has been approved (such as choice of Contractor, amount of property owner contribution, scope of work), I must first obtain the written consent of the City and may be subject to a new review process. I understand that I am obligated to comply with all requirements described in the Small Grant Program Requirements.

ANNEMARIE HUNTER  
 Property Owner Name (print)

Annemarie B. Hunter  
 Property Owner Signature

1/26/12  
 Date

\_\_\_\_\_  
 Property Owner Name (print)

\_\_\_\_\_  
 Property Owner Signature

\_\_\_\_\_  
 Date



## City of Sedona Historic Preservation Commission Small Grant Program Requirements

The City of Sedona and the Historic Preservation Commission (HPC) have developed a grant program to assist owners of Sedona Historic Landmarks and other properties identified in the City's Historic Resource Survey eligible for local historic landmark designation to rehabilitate, preserve, or restore their properties. This program provides financial assistance to help owners improve the exterior of historic structures that are located in the City of Sedona, thus improving the overall historic character of the community. It is the intent of this Program to ensure, insofar as possible, that properties receiving a grant under this Program shall be in harmony with the architectural and historical character of the property or district.

At the recommendation of the Historic Preservation Commission, the Director of Community Development has the discretion to modify or waive, on a case-by-case basis, any requirements as outlined in the grant program requirements due to special circumstances such as financial hardship, significant structural damage, or other exigent circumstances. The exercise of discretion places an emphasis on addressing the needs of local historic landmark properties and those listed on National Register of Historic Places. Such modification or waiver considerations may include, but are not limited to eligibility requirements, total grant amount awarded, and owner contribution and reimbursement requirements.

### Program Overview

**Eligible Properties:** Eligible properties are *only* designated Local Historic Landmarks or proposed Landmark properties. If an applicant intends to apply for a Small Grant on a property currently not designated, a Landmark Designation Application must be included.

**Grant Amount:** Requests for Small Grant Program funds can range from a minimum of \$1,000 to a maximum of \$4,000 per eligible project. The Historic Preservation Commission may, at its discretion, award less than the grant request. Grants will be awarded based on the availability of funds.

**Owner Contribution Requirement:** This is a matching grant program. Grant recipients are required to contribute an amount equal to at least 50% of the approved project cost. The Small Grant Program award shall not exceed 50% of the approved project cost. After the grant award is made, the City is not responsible for cost-sharing any increases in the total cost of the project.

### **Successive Year Grant Requests**

Property owners are limited to one grant application per grant cycle. Grant applications may be made in successive years to fund a continuing project. In such cases, the application should indicate a description of the overall project and a detailed description of the portion of the project for which the grant is requested for the current grant cycle. Approval of one grant does not guarantee that future grants for a continuing project will be approved.

**Reimbursement Requirement:** The program is a reimbursement program. Payment of the grant award will be made after the work is completed, City staff and/or Commission members have inspected the work, photographs have been taken documenting the work, and paid invoices have been submitted.

**Pre-Application Meeting:** Potential applicants are required to consult with the designated staff member prior to applying for the Small Grant Program. The purpose of this meeting is to discuss application requirements and eligibility of the proposed work.

**Application Deadline:** Applications must be received by the City by no later than 5:00 pm on ~~Friday January 6, 2012~~ <sup>Jan. 27, 2012</sup>. Applications received after this date may be considered in the next grant cycle.

**Review Process:** Applications will be reviewed within 30 days of the application deadline. To qualify for funding, applications must be complete and in compliance with all requirements. Incomplete or non-compliant applications will not be reviewed. All applications will be evaluated on a competitive basis according to the scoring criteria. Additional material or data may be requested as necessary to assist in the evaluation of the application.

**Approval:** Once an application has been reviewed and a grant awarded, City staff shall issue a notice of grant award to the property owner.

**Site Visit:** City staff and/or the Historic Preservation Commission may visit the property as part of the application review and during the progress of the work. City staff will conduct a site visit upon completion of the project.

**Grant Award and Approval of Materials:** Once an application has been reviewed and a grant awarded, City staff shall issue a notice of grant award to the property owner. After a receiving a notice of grant award, the property owner must arrange to have all the materials that will be used in the project approved by the City prior to commencing construction. These materials must match the original unless they cannot be obtained, in which case, they must be as close to the original as possible. The property owner will also be expected to submit catalogue or manufacturer's product information for replacement items, if applicable. A meeting will be held between city staff, the property owner and the contractor to review and approve the materials. The property owner must submit samples of materials to be used in the work.

**Project Time Frame:** Work may begin after all of the following conditions have been met:

- 1) Application has been reviewed and approved
- 2) A notice of grant award is issued
- 3) A meeting is held and attended by the property owner, contractor, city staff and commissioner(s) wherein all the materials to be used in the project have been approved and craftsmanship and workmanship are discussed.
- 4) Where applicable, a Certificate of Appropriateness application for an existing local historic landmark property is submitted and approved in a public hearing by the Historic Preservation Commission
- 5) A Notice to Proceed has been issued by the City

Project work must begin within 45 days of the date on the Notice to Proceed and be completed by **May 31, 2012**. Failure to complete the project within this timeframe will result in the loss of the grant and the property owner will be ineligible to apply during the next grant cycle.

The property owner shall provide periodic updates to City staff regarding the progress of the project. The property owner must notify City staff as soon as possible if the project does not move forward at any point after notice of grant award. If the property owner fails to notify City staff that the project is not moving forward, the property owner will be ineligible to apply during the next grant cycle.

**Termination/Suspension:**

A grant may be suspended or terminated before the completion date at the request of the property owner or if, in the sole opinion of City, performance is unsatisfactory or the grant conditions are not being met.

**Disbursement of Funds:** Small Grant Program funds are provided on a reimbursement basis once the entire project is completed. The property owner is responsible for notifying City staff when the project is complete. City staff will conduct an inspection to verify the work is complete as per the approved application. The property owner must submit the final bill for the completed pre-approved work by <sup>MAY 31</sup>~~June 1~~, 2012. After inspection, the grant reimbursement to the property owner will be processed. Reimbursement of the grant amount will be processed by June 30, 2012. **Reimbursement for eligible expenses will not be made for expenses incurred before the notification of grant award has been issued.**

**Eligible rehabilitation, preservation, or restoration includes but is not limited to:**

1. Roofs
2. Windows
3. Doors
4. Siding
5. Porches
6. Foundations
7. Chimneys
8. Architectural ornamentation
9. Masonry repointing
10. Reversal of inappropriate alterations and reconstruction of original architectural elements based on historic documentation

**Eligibility Requirements**

1. Property is located within the City of Sedona.
2. Property is identified in the City's Historic Resources Survey.
3. Application is complete.
4. Application is signed by the property owner.
5. All application submittal requirements are included.

**Application Review and Award**

Applications will be reviewed based on the criteria outlined below and ranked according to the number of points the applications receive. A maximum of 100 points may be awarded. Grants will be awarded in the order in which the applications are ranked. In a case of a tie in ranking where program funds are insufficient to award grants to all tied applicants, the tied applications will all be funded with each getting a proportional share of the available grant funds.

The maximum possible points allowed for each section of the Grant Application is specified below:

- Part I - General Information – (10 points)*
- Part II - Property Information /Historical Significance – (15 points)*
- Part III - Scope of Work – (65 points)*
- Part IV - Cost Estimates/Proposals – (10 points)*
- Part V – Application Submittal Requirements – (0 points)*

Jim Dunlea Painting  
(928) 399-9696

**PROPOSAL**

PROPOSAL NO.	012512
SHEET NO.	1
DATE	Jan. 25, 2012

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME	HUMMINGBIRD HOUSE	ADDRESS	
ADDRESS	100 BREWER ROAD	CITY, STATE	SAME
CITY, STATE	SEDONA, AZ 86336	DATE OF PLANS	
PHONE NO.	(928) 282-0703	ARCHITECT	

We hereby propose to furnish the materials and perform the labor necessary for the completion of

EXTERIOR PAINTING

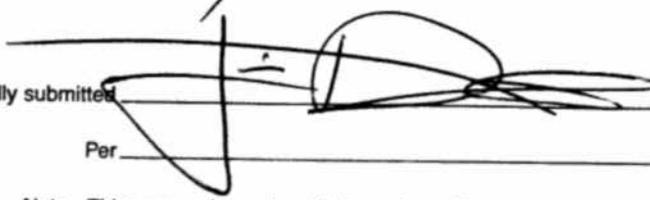
- 1) PRESSURE WASH COMPLETE.
- 2) PREP & SAND
- 3) CHALK & PRIME
- 4) RE-SASH WINDOW PAYNES (GLAZE COMPOUND WINDOWS)
- 5) APPLY TWO COATS OF 100% ACRYLIC LATEX TO THE SIDING
- 6) APPLY TWO COATS OF 100% ACRYLIC LATEX TO FACIA BOARDS
- 7) APPLY TWO COATS OF 100% ACRYLIC LATEX TO THE WINDOW TRIM
- 8) PREP AND RE-FINISH ALL DOORS.
- 9) UNMASK AND CLEAN UP JOB SITE TO DETAIL.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

FIVE THOUSAND TWO HUNDRED FIFTY Dollars (\$ 5,250.00/100)

with payments to be as follows

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted  1-25-12  
Per \_\_\_\_\_

Note - This proposal may be withdrawn by us if not accepted within 30 days.

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

**Historic Preservation Commission  
Small Grants Program  
Program Eligibility & Application Review Check List**

Applicant Name: Annemarie Hunter

Applicant Review (page 1):

ITEM	Completed Y/N	COMMENTS	POINTS
<b>Part I (10 points)</b>			
a) General Information			
b) SGP funding within last year? (10 pts)	N		10
<b>Part II (15 points)</b>			
a) Historic Name	Y		
b) Historic Resource Survey	Y		
c) Landmark Designation (5 points)	Y		5
d) Historic & architectural significance	Y		
e) Previous work	Y		
f) Landmark designation attached (10 pts)	N/A	ALREADY A LANDMARK	10
g) Most Endangered Places List (5 pts)	Y		5
<b>Part III (65 points)</b>			
a) Project Category			
b-1) Proposed Work (0-10 pts)	Y		10
b-2) Materials and Methods/Secretary of the Interior's Standards (0-30 pts)	Y		30
b-3) Critical Exterior work (20 pts) Affects structural integrity; e.g. leaking roof/windows; mold; termites; dry rot	Y		20
b-4) Exterior visual appearance (0-5 pts) e.g. Paint, masonry, re-pointing, removal of swamp cooler	Y		5
b-5) Visible from street	Y		
b-6) Overall future plan	Y		

Historic Preservation Commission  
 Small Grants Program  
 Program Eligibility & Application Review Check List

Applicant Name: Annemarie Hunter

Applicant Review (page 2):

ITEM	Completed Y/N	COMMENTS	POINTS
<b>Part IV (10 points)</b>			
a) Cost estimates/proposals	N		
Two original itemized cost estimates/proposals	N		
Cost estimates/proposals dated within 60 days	N		
b) Requirement for licensed contractors	Y		
c) Summary Table	N		
Name/license no. Contractor # 1	N		
Name/license no. Contractor # 2	N		
d) Selected contractor	Y	Burch Construction	
e) Owner contribution % (10pts)	Y	Percent = 50% not greater than 60%	0
<b>Part V (no points)</b>			
a) Two clear photos	Y		
b) Site plan	N/A		
c) Archival documents	N/A		
d) Samples of materials	N/A		
e) Landmark designation application (see II, f)	N/A		
<b>Part VI</b>			
Signature	Y		
Date	Y		

Historic Preservation Commission  
 Small Grant Program  
 Program Eligibility & Application Review Check List

Applicant Name: Annemarie Hunter

Program Eligibility:

Eligibility Requirement	Yes/No	Comments
Property located in Sedona	Y	
Property included in Historic Resource Survey	Y	
Application complete	N	
Property Owner signature	Y	
All submittal requirements included	N/A	

         Application meets eligibility requirements

  Y   Application does not meet eligibility requirements

WAITING FOR SECOND PROPOSAL FROM CONTRACTOR