

REVISED POLICIES & PROCEDURES

of the

Arizona State Board on Geographic and Historic Names

Article 1

SCOPE OF REVIEW

Section 1 Federal Alignment of Standards

The Arizona State Board on Geographic and Historic Names (ASBGHN) adheres to the [Principles, Policies, and Procedures](#) of the United States Board on Geographic Names (BGN) for all proposals, including geographic features, places of historic significance, parkways, historic roads, scenic roads, and other features or areas under its jurisdiction.

The ASBGHN has approved additional policies and procedures to inform its unique considerations for the State of Arizona, as described below.

Section 2 Items Considered

The ASBGHN shall consider proposals for new names or the renaming of geographic features, places of historic significance, parkways, historic roads, or scenic roads.

Section 3 Proposals

The ASBGHN accepts proposals from members of the public on a rolling basis. Proposals are considered in the order they are received and are subject to a minimum 60-day review period prior to being eligible for addition to the agenda of the next Board meeting.

All name proposals must include a completed application, supporting documentation, and a map showing the location of the feature. Proponents must specify under which defined item within the ASBGHN's scope their request falls (Article 2, Section 2); applicants are encouraged to contact the ASBGHN staff with any questions. Additional information and submission of proposals may be conducted through the ASBGHN [website](#). Proponents of the proposal are requested to conduct primary outreach and solicitation to stakeholders and nearby or associated Native Nations to provide for a more complete application.

Proposals may be submitted by any members of the public or a government agency but must be subject to public input prior to any formal consideration by the Board. Proposals are subject to a two-level review process, beginning first with an evaluation based on the completeness and qualifying nature of the application, commensurate with the required components as described in the application packet. This evaluation shall be completed by the ASBGHN Research Staff, and presented to the Board for its approval to advance for full consideration. Upon passage of the preliminary application, the proposal shall be referred to the ASBGHN research staff for a consultation period of no less than 60-days before its return presentation to the full Board at its next-scheduled meeting.

At its discretion, the Board may vote to return a proposal back either to the proponent or ASBGHN research staff to obtain additional information or clarification or to solicit additional feedback.

Section 4 Commercial Associations & Endorsements

The Board discourages and will not approve a new name or a name change for a geographic feature where that name is identified with a commercial enterprise or which can be associated with a business that could be promoted as a result of having a geographic feature so named, unless an overriding need is demonstrated to the Board's satisfaction.

Section 5 Memorial Namings

The Board adheres to the standards as used by its governing statute and the United States Board on Geographic Names, as they describe the assignment of memorial namings to geographic features, places of historic significance, parkways, historic roads, or scenic roads. As is permissible by Arizona law and statute, these definitions, qualifications, and restrictions shall apply forward to any future changes, reductions, or additions in scope to the Board's naming and designation authority.

The ASBGHN will consider proposals to apply names or nicknames of deceased persons to geographic features, places of historic significance, parkways, historic roads, scenic roads, and other features or areas under its jurisdiction. The ASBGHN will only accept proposals for names that are intended to honor a person or persons deceased at least five years. The ASBGHN will disapprove names that could be construed to honor living persons.

Section 6 Tribal Deference

The Board adheres to the BGN protocols for all geographic feature naming proposals that reside fully within Tribal lands and shall only consider applications submitted by members of the associated Tribe on whose land the proposed naming resides. Applications received from the governing authority of the associated Tribe - either the Office of the President or Tribal Historic Preservation Office, or any agency thereof with the authority to speak on behalf of the Nation - shall be automatically accepted and processed in alignment with BGN.

The Board shall accept applications from Tribal and non-Tribal members for proposed namings of places of historical significance, including parkways, historic roads, and scenic roads, that reside fully within Tribal lands but that are owned and managed by the State of Arizona. Applications received from non-Tribal members for such qualifying places of historic significance shall be subject to the Board's regular and below-stated application and review processes. Applications for such qualifying places of historic significance that are received from the governing authority of the associated Tribe - either the Office of the President or Tribal Historic Preservation Office, or any agency thereof with the authority to speak on behalf of the Nation - shall be automatically accepted and processed in furtherance of BGN Policy X: Tribal Geographic Names.

Article 2

DESIGNATION OF PARKWAYS, HISTORIC, AND SCENIC ROADS

Section 1 Compliance with Naming Conventions

The ASBGHN adheres to the standards and definitions of terms as used by its governing statute and the United States Board on Geographic Names.

Section 2 Definitions

- "Designate" means to grant status as a parkway, historic road, or scenic road to certain physical boundaries of a road.
- "Geographic features" means mountains, canyons, gulches, streams, streambeds or channels whether flowing or dry, natural bridges, natural lakes, natural monuments, mesas, deserts, forests, springs, water holes, cliffs, chasms, and other similar natural objects, places, or things.

- “Historic road” means a highway, street, road, or route that is of historical or cultural significance in the settlement and development of this state and that is established or designated as a historic road by the Board.
- “Impact of the Area” relates to the significance of the contribution of the historical place or road to the exploration, settlement or development of Arizona.
- “Impact of the Route” relates to the estimated relative importance of the historical route or place to the cultural heritage within the national, state, regional, or local framework, which are judged to be of equal significance.
- “Intactness” means the integrity of the visual order in the natural and human-built landscape, and the extent to which the landscape is free from visual encroachment.
- “Parkway” means an area along either or both sides of a highway, street, road, or route that is acquired in fee or by easement by the governmental body having jurisdiction over the highway, street, road, or route for the protection of geographic, natural flora, or scenic values and that is established or designated as a parkway by the Board.
- “Places of historical significance” or “historic place” means objects, places, or things that are associated with or named after people, places, or events of historical significance, including historic roads, parkways, artificial bridges, dams, artificial lakes, parks, mining districts, artificial monuments, roads, trails, or other similar artificial objects, places, or things.
- “Proximity” refers to the distance between the proposed route and the historical place.
- “Resources” means the cultural, natural, scenic or historic qualities of a requested parkway or historic or scenic road.
- “Road” means any federal, state, county, Indian, or municipality roadway or right-of-way.
- “Scenic road” means a highway, street, road, or route through a scenic area that is established or designated as a scenic road by the Board.

- “Uniqueness” refers to the relative scarcity or abundance of a given type of historic resource.
- “Unity” means the degree to which the visual aspects of the landscape elements join together to form a harmonious composite of visual patterns.
- “Viewshed” means the three visual areas that can be seen in general continuation or from a specific stopping point on or near a roadway, and which may be considered in the evaluation of a proposal’s Intactness, Unity, and Vividness for a new or change request of a historic road, parkway, or scenic road. These areas are recognized as:
 - Foreground – the area up to one-third mile from the edge of the roadway, where individual parts or features are distinguishable.
 - Middleground – the area beginning one-third from the edge of the roadway and extending to three miles from the roadway, where individual parts or features are distinguishable.
 - Backway – the area more than three miles from the roadway, where individual parts or features are distinguishable.
- “Vividness” means the memorability of the visual impression received from the contrasting landscape elements, as they combine to form a striking and distinctive visual pattern.

Section 3 Request to Designate a Road

- Any agency, group, or individual may request ASBGHN to designate a road as a parkway, historic road, or scenic road by submitting a Naming Proposal Application.
- In addition to the Naming Proposal Application, the applicant must complete and submit a Parkway, Historic Road, and Scenic Road Designation Report.
- Proposals to designate a road as a parkway, historic road, or scenic road are subject to the same research process as naming proposals, plus the following:
 - Proposals to designate a road as a parkway, historic road, or scenic road are subject to the provisions of Article 2 of ASBGHN’s Policy and Procedures (this article)

- Proposals to designate a road as a parkway, historic road, or scenic road are also subject to the Parkway, Historic Road, Scenic Road Designation Report Guidelines

Section 4 Evaluation & Impact

For all designation proposals, ASBGHN has the statutory responsibility to determine whether the road identified in the proposal has historic or geographic significance, and if so, designating a name that is related to that significance.

General Considerations for All Proposals

- ASBGHN considers the following general factors in its determination whether to approve the requested designation:
 - The memorability of the visual impression from contrasting landscaping elements
 - The integrity of the visual order in the natural and human built landscape, and the extent to which the landscape is free from visual encroachment
 - The degree to which visual aspects of the landscape elements join to form a harmonious, composite, and visual pattern
 - Degree of the historical or cultural contribution to the area, state, or nation
 - Proximity and access of the proposed designated road to the historical place or area
 - Sufficient land area for a parkway to accommodate visitor facilities
 - In the future, consider integrating an evaluation by the Arizona Historical Advisory Commission

Parkway Proposals

- Evaluation of Parkway proposals may consider the scenic and/or historic criteria, access, and corridor protective restrictions, interagency agreement, and certain economic factors. Its designation allows for the development of appropriate facilities such as visitor centers, rest areas, trails, etc., so that the resource may be safely and responsibly enjoyed at a more intimate and leisurely level. Parkway proposals must:
 - Demonstrate one-mile minimum distance between access roads.
 - Meet the established criteria for either a historic or scenic road.
 - Demonstrate appropriate space obtainable for interpretive area(s) with parking and visitor facilities.
 - Controlled access and development of adjacent property rights obtained by the Arizona State Transportation Board or other governments.

Historic Road Proposals

- Historic evaluations are based on documented instances of historical value and relevance, as confirmed by multiple State and Federal agencies and departments, including the Arizona Historical Society, the Arizona State Library and Archives, and the US Board on Geographic Names.
- Evaluation of Historic road proposals may consider the historical or cultural **impact** of the route, historical or cultural **impact** of the area, the route's proximity to the historical area, and uniqueness of the **route**.
 - **Impact of the route** considers both any assumed increase to deterioration, damage, or loss at the historic/cultural heritage route, as well as the value and significance of the historic/cultural heritage route within the national, state, regional, or local framework. That historical impact may be demonstrated in fields such as transportation, commerce, architecture, history, archaeology, mining, agriculture, and culture.
 - **Impact of the area** considers the significance of the historical place or road to the exploration, settlement, or development of Arizona.
 - **Proximity** considers the proximity of the proposed road to the historical place or road, in places that provide physical and/or visual access.
 - **Uniqueness** considers the relative scarcity or abundance of a given type of the identified historic or cultural heritage resource.

Scenic Road Proposals

- Scenic evaluations are based on the visual quality of an area, as defined by its vividness, intactness, and unity.
 - **Vividness** is the memorability of the visual impression received from the contrasting landscape elements, as they combine to form a striking distinctive visual pattern.
 - **Intactness** is the integrity of the visual order in the natural and human built landscape, and the extent to which the landscape is free from visual encroachment.
 - **Unity** is the degree to which the visual aspects of the landscape elements join together to form a harmonious composite of visual patterns
- Evaluation of Scenic Road proposals is based on the level of the overall visual quality of the designated area, and not just individual landscape components.

Section 5 Jurisdictional Agency Endorsement

- ASBGHN will request an endorsement from the agency with jurisdiction over the road considered for designation. The endorsement ensures interagency agreement.
- ASBGHN will not vote to approve a designation proposal without a response from the agency with jurisdiction.

Section 6 Signage

- When a designation is approved, ASBGHN will notify the jurisdictional agency with authority to install signage of the approved designation. This is not a recommendation to install signage, only a notification of the approved designation.
- ASBGHN does not have authority to install signage for designations it approves or direct jurisdictional agencies with such authority to install signage.

Article 3 MEETINGS

Section 1 Meeting Dates

The preferred meeting date of the ASBGHN Board is the fourth Tuesday of the first month of each quarter. If practicable, in event of a reschedule, dates shall be reserved for the fourth Tuesday of the remaining two (2) months of the quarter. In the event of no pending matters on the docket, the Chair may reschedule to the next quarterly meeting.

Section 2 Resubmission & Appeal

Applicants may resubmit a proposal up to three (3) times following a negative vote by the ASBGHN Board; proposals may be resubmitted for any future Board meeting, but may be subject to an additional review by research staff with each submission and must demonstrate good-faith efforts by the proponent(s) to satisfy any comments or items for address by the ASBGHN on the proposal at a preceding meeting.

The determinations of the ASBGHN are final.

Article 4 COMMUNICATIONS & DISCLOSURES

Section 1 Public Disclosure

The agenda and minutes of the meetings of the ASBGHN are posted on the Arizona Public Meetings [website](#).

Section 2 Accessibility

The ASBGHN actively shares information about its activities and purview with Arizona residents using media sources and by sending information packets to governmental, public, and private officials and organizations.

The ASGBHN maintains a [website](#) through the Arizona State Library and Archives.

Article 5
COOPERATION AND PARTNERSHIP

Section 1 Collaborations

The ASBGHN cooperates with the United States Board on Geographic Names and recognizes the mutual benefit to align naming conventions at the State and Federal level.

The ASBGHN cooperates with the Arizona State Transportation Board in naming highways in this state.

Section 2 Tribal Lands & Native Nations Acknowledgement

The ASBGHN acknowledges the twenty-two Native Nations that have inhabited and stewarded the lands of Arizona for millennia, and recognizes the complexity, meaning, and history of their traditional names of geographic features within the modern landscape. The ASBGHN acknowledges the sovereignty of these nations and their lands today, and seeks their inclusion, collaboration, and comment in the review of relevant proposals.

Article 6
AMENDMENT OF POLICIES & PROCEDURES

Section 1 Amendment

The Policies and Procedures of the ASBGHN may be revised or amended by a majority vote at any scheduled meeting of its Board at which a quorum is present, provided the proposed revisions or amendments have been posted in accordance with all governing regulations.