

**Application Package  
Certificate of Appropriateness for DEMOLITION of Historic Structures**

PETITION NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(FOR OFFICIAL USE ONLY)

DATE RECEIVED BY CITY AUDITOR AND CLERK: \_\_\_\_\_



# Historic Preservation

## CERTIFICATE OF APPROPRIATENESS APPLICATION PACKAGE

### DEMOLITION Historically Designated Structures

## Application Package

### Certificate of Appropriateness for DEMOLITION of Historic Structures

**Applicability:** Certificates of Appropriateness are required for demolition permits which affect a historically designated building(s), structure(s), district(s), and site(s).

#### **Application and Approval Process:**

1. **Building Permit Application, Completeness Review:** Applicants should submit the required forms and drawings for a building permit to the Building Division. The applicant should be sure that a complete set of documents, including building drawings and a description of the scope of work, is submitted. The Building Division will refer the completed Building Permit Application to the Historic Preservation Board for review. Complete sets of building permit documents are required for a Certificate of Appropriateness Application - Demolition.
2. **Certificate of Appropriateness Application:** Applications for a Certificate of Appropriateness are filed in the City Auditor and Clerk's office. Please see the attached Certificate of Appropriateness Submission Requirements Check List - Demolition.
3. **Certificate of Appropriateness Application - Completeness Review:** Upon receipt of a Certificate of Appropriateness Application from the City Auditor and Clerk's Office, the Planning and Development Division will review the application for completeness and may request additional information from the applicant. Applications will not be advertised and placed on the Historic Preservation Board's agenda until they have been deemed complete.
4. **Agenda Deadline for the Historic Preservation Board:** Applications for a Certificate of Appropriateness - Demolition must be filed twenty-one (21) days prior to the Board meeting at which the applicant desires to present the proposed application. The Board normally meets on the second Tuesday of each month.
5. **Notice of Public Hearing:** The notice of hearing will be publicly posted at Sarasota City Hall, 1565 1<sup>st</sup> Street three (3) days prior to the public hearing.
6. **Public Hearing:** The Historic Preservation Board will hold a quasi-judicial public hearing on each application for Certificate of Appropriateness. The applicant, or the legal agent of the applicant, must attend the public hearing to explain the request to the Board. Following the public hearing, the Board may grant, grant with conditions, including a stay of demolition up to one year, or deny the Certificate of Appropriateness.
7. **Certificate of Appropriateness:** After the Board grants approval, or approval with conditions (and documents are provided as requested), the Planning and Development Division will issue a Certificate of Appropriateness - Demolition to the Building Division. A copy of the

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Certificate of Appropriateness - Demolition will be issued to the applicant with the building permit.

### **Attachments:**

- Certificate of Appropriateness Application Form - Demolition
- Submission Requirements Checklist - Demolition
- Certificate of Appropriateness for Historic Structures -Demolition Questionnaire
- Special Power of Attorney Affidavit Forms

### **Further Information:**

When materials from the structure to be demolished can be re-used, the applicant should contact salvage organizations. For further information call Dr. Clifford Smith of the Planning and Development Department at (941) 954-4195.

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## Submission Requirements Checklist – Demolition Historic Structure(s)

| <b>Submission Requirements</b>  |  | Please Check             |
|---|--|--------------------------|
| <b>NOTE: All items are to be folded to approximately 8 ½ X 11" size, collated and assembled into complete sets.</b> |  |                          |
|   | Original and two (2) copies of this Certificate of Appropriateness - Demolition Application Package. <i>(Includes checklist, application form, and questionnaire)</i>  | <input type="checkbox"/> |
|   | Original and two (2) copies of the Special Power of Attorney Affidavit. <b>[If applicable].</b>  | <input type="checkbox"/> |
|   | Demolition documents submitted with a Building Permit Application, which have been reviewed for completeness by the Building Division, including: <ul style="list-style-type: none"> <li>○ Ten (10) complete sets of demolition drawings, no larger than 11 x 17 in size.</li> <li>○ Ten (10) copies of site plans, no larger than 11 x 17 in size.</li> <li>○ Original and two (2) copies of a written, detailed description of the scope of work.</li> </ul> | <input type="checkbox"/> |
|   | Three (3) sets of photographs showing all elevations of the existing structure(s), plus the structure(s) relationship to the site.<br><i>(Digital Photographs on CD are acceptable)</i>  | <input type="checkbox"/> |

**I HEREBY CERTIFY THAT THE INFORMATION STATED IN THE ATTACHED APPLICATION FOR CERTIFICATE OF APPROPRIATENESS IS TRUE AND CORRECT.**

\_\_\_\_\_

*Name (please print)*

*(Signature)*

| <b>For use by the office of the City Auditor and Clerk</b> |                           |
|--|---------------------------|
| Received by: _____   | Date: _____               |
| Project Address: _____                                     | Application Number: _____ |

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**Development Approval Application for a Certificate of Appropriateness -  
DEMOLITION**

1. Project or Structure Name: \_\_\_\_\_
2. Site Address: \_\_\_\_\_
3. Tax PIN #: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_
4. Legal Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
 (Check if Attached)
5. List item(s) to be permitted:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Representative's Name: \_\_\_\_\_  
 Check if Representative/Agent (requires a Special Power of Attorney, see attached form)
  - a. Mailing address: \_\_\_\_\_  
(Street number and name, city, and zip code.)
  - b. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_
7. Owner(s) Name: \_\_\_\_\_
  - a. Mailing address: \_\_\_\_\_  
(Street number and name, city, and zip code.)
  - b. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_
8. Owner's Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_
9. Agent's Signature (s): \_\_\_\_\_ Date: \_\_\_\_\_

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**QUESTIONNAIRE**

PLEASE PRINT OR TYPE - If insufficient space is provided, please attach your response and any supplemental materials or explanation.

**Compliance with the Land Development Regulations, Section IV-809 b**

In passing upon a certificate of appropriateness for the issuance of a demolition permit, the Historic Preservation Board will consider the criteria listed in the City of Sarasota Land Development Regulations, Section IV-809 b, Demolition (see below).

**Please explain how the proposed demolition will comply with each of the criterion listed below.**

1. The historic or architectural significance of the building or structure.

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2. The importance of the building or structure to the ambiance of a district, if applicable.

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3. The difficulty or impossibility of reproducing such a building or structure because of its design, texture, material, detail or unique location.

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4. Whether the building or structure is one of the last remaining examples of its kind in the neighborhood or in the City.

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5. The future utilization of the site.

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6. Whether reasonable measures can be taken to save the building or structure.

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7. Whether the building or structure is capable of earning a reasonable economic return on its value and whether the perpetuation of the building or structure, considering its physical condition, its location and the anticipated expense of rehabilitation would be economically feasible.

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**SPECIAL POWER OF ATTORNEY AFFIDAVIT (NOT CORPORATION)**

**STATE OF FLORIDA  
COUNTY OF SARASOTA**

This \_\_\_\_\_ day of \_\_\_\_\_  
I, \_\_\_\_\_ of, \_\_\_\_\_  
the owner contract purchaser of \_\_\_\_\_  
(describe zoning lot(s) by address and tax PIN number and attach legal description) make, constitute,  
and appoint \_\_\_\_\_  
of \_\_\_\_\_(insert address), my true and lawful attorney-in-fact,  
and in my name, place and stead giving unto said \_\_\_\_\_  
full power and authority to do and perform all acts and make all representations necessary, without any  
limitations whatsoever, to make application for said Certificate of Appropriateness-Demolition  
Application.

The right, powers, and authority of said attorney-in-fact herein granted shall commence and be in full  
force and effect on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and shall remain in full force and effect  
thereafter until actual notice, be certified mail, return receipt requested is received by the City of  
Sarasota Department of Planning & Redevelopment stating that the terms of this power have been  
revoked or modified.

\_\_\_\_\_  
**Signature - Owner/Contract Purchaser (circle one)**

**Print Name:** \_\_\_\_\_

**STATE OF FLORIDA  
COUNTY OF SARASOTA**

The foregoing Special Power of Attorney Affidavit was acknowledged before me this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ who is personally known to me  
or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
State of Florida at Large

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

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**SPECIAL POWER OF ATTORNEY AFFIDAVIT (CORPORATION)**

STATE OF FLORIDA  
COUNTY OF SARASOTA

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, I, \_\_\_\_\_ as  
\_\_\_\_\_ (title of officer) of \_\_\_\_\_ (name of corporation),  
a \_\_\_\_\_ (state of incorporation) corporation, on behalf of the corporation as  
the owner contract purchaser of \_\_\_\_\_ (describe zoning lot(s)  
by address and tax PIN number and attach legal description) make, constitute, and appoint  
\_\_\_\_\_ of \_\_\_\_\_ (insert  
address), my true and lawful attorney-in-fact, and in my name, place and stead giving unto said  
\_\_\_\_\_ full power and authority to do and  
perform all acts and make all representations necessary, without any limitations whatsoever, to make  
application for said Certification of Appropriateness–Demolition Application.

The right, powers, and authority of said attorney-in-fact herein granted shall commence and be in full  
force and effect on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and shall remain in full force and effect  
thereafter until actual notice, be certified mail, return receipt requested is received by the City of  
Sarasota Department of Planning & Redevelopment stating that the terms of this power have been  
revoked or modified.

\_\_\_\_\_  
Name of Corporation  
By: \_\_\_\_\_  
(Signature)  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF SARASOTA

The foregoing Special Power of Attorney Affidavit was acknowledged before me this \_\_\_\_\_ day of  
\_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ (title of officer) of  
\_\_\_\_\_(name of corporation), on behalf of the corporation. He/she is  
personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
State of Florida at Large

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