

Application Package
Certificate of Appropriateness for Historic Structures

PETITION NUMBER _____ - _____ - _____
(FOR OFFICIAL USE ONLY)

DATE RECEIVED BY CITY AUDITOR AND CLERK: _____



Historic Preservation

CERTIFICATE OF APPROPRIATENESS APPLICATION PACKAGE

ADDITIONS, REHABILITATIONS, FENCES & SIGNS For Historically Designated Structures

Application Package

Certificate of Appropriateness for Historic Structures

Applicability: Certificates of Appropriateness are required for building permits which affect 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.
- 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 Checklist.
- 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 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 at 3:00 p.m.
- 5. Notice of Public Hearing:** The notice of hearing will be publicly posted at Sarasota City Hall, 1565 1st 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, or deny the Certificate of Appropriateness.
- 7. Certificate of Appropriateness:** After the Board grants approval, or approval with conditions (and construction drawings are provided as requested), the Planning and Development Division will issue a Certificate of Appropriateness to the Building Division. A copy of the Certificate of Appropriateness will be issued to the applicant with the building permit.

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Attachments:

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

Further Information:

For further information contact Dr. Clifford Smith, Senior Planner, of the Planning and Development Division at (941) 954-4195.

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Submission Requirements		Please Check
NOTE: All items are to be folded to approximately 8 ½ X 11" size, collated and assembled into complete sets.		
	Original and two (2) copies of this Certificate of Appropriateness 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. [If applicable].	<input type="checkbox"/>
	Documents submitted with a Building Permit Application, which have been reviewed for completeness by the Building, Zoning and Code Compliance Department, including: <ul style="list-style-type: none"> ○ Ten (10) complete sets of construction drawings, no larger than 11 x 17 in size, and specifications. <i>[Only if applying for a significant change].</i> ○ Ten (10) copies of a site plan, no larger than 11 x 17 in size. ○ Original and two (2) copies of a written, detailed description of the scope of work. 	<input type="checkbox"/>
	Ten (10) copies of a perspective drawing, no larger than 11 x 17 in size, from all public right-of-ways. <i>[Only if applying for a new addition].</i>	<input type="checkbox"/>
	Three (3) sets of photographs showing relevant elevations of the existing structure(s), plus the proposed changes or additions to the site/structure. <i>(A photograph of the existing structure with the improvements sketched on top is very helpful.) (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)

For use by the office of the City Auditor and Clerk

Received by: _____ Date: _____

Project Address: _____ Application Number: _____

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Project or Structure Name:

Designation Petition Number (if known):

[For example 04-HD-01]

Site Address:

Tax PID #:

Existing Zoning:

Legal Description:

(Check if Attached)

Please DESCRIBE in detail the improvements to be permitted:

Please check here if a detailed SCOPE of WORK is attached.

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Owner(s) Name: _____		
<input type="checkbox"/> Check if Representative/Agent (requires a special power of attorney, see attached form)		
Mailing address: _____		
City: _____	State _____	Zip: _____
Phone: () _____		Fax: () _____
E-Mail: (optional) _____		

Representative's Name: _____		
Mailing address: _____		
City: _____	State _____	Zip: _____
Phone () _____		Fax: () _____
E-Mail: (optional) _____		

Owner's Signature(s): _____ Date: _____

Agent's Signature(s): _____ Date: _____

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Questionnaire

If insufficient space is provided, please attach your response and any supplemental materials or explanation.

Property Address and Legal Description of the Site

Compliance with U.S. Secretary of Interior's Standards for Rehabilitation

The Historic Preservation Board will consider the ten (10) criteria below which are the U.S. Secretary of Interior's Standards for Rehabilitation, in its review of COA applications. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility. **Please explain IN DETAIL how the proposed changes comply with the two primary criteria below.**

1. **How will the improved property be used? Will it be used for its historic purpose or will there be a new use that requires minimal change to the defining characteristics of the building and its site and environment?**

2. **How will the historic character of a property be retained and preserved? The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.**

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The remaining eight criteria may or may not apply to the proposed changes. If criteria 3 through 10 apply to the proposed changes, please indicate how each applicable criteria will be met (attach additional sheets if necessary):

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

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If criteria 3 through 10 apply to the proposed changes, please indicate how each applicable criteria will be met (attach additional sheets if necessary):

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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 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 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: _____