

COA APPLICATION

REQUIREMENTS

Planning & Development Services 306 N.E. 6th Avenue

Gainesville, Florida 32602

352.334.5022 Fax 352.334.3259 [planning.cityofgainesville.org](http://planning.cityofgainesville.org)

**DID YOU REMEMBER?**

**CONTACT THE HISTORIC PRESERVATION OFFICE FOR A PRELIMINARY DESIGN REVIEW APPOINTMENT. 334.5023**

**REVIEW THE CHECKLIST FOR A COMPLETE SUBMITTAL** (If all requirements are not submitted it could delay your approval.)

**PROVIDE 1 ORIGINAL SET OF PLANS TO SCALE** (no larger than 11" x 17", writing to be legible) SHOWING ALL DIMENSIONS AND SETBACKS.

**LIST IN DETAIL YOUR PROPOSED REPAIR AND/OR RENOVATION**

**ATTACH A SITE PLAN OR CERTIFIED SURVEY**

**PROVIDE PHOTOGRAPHS OF EXISTING CONDITIONS**

IF YOUR COA IS A HISTORIC PRESERVATION BOARD APPROVAL, 10 COLLATED REDUCED INDIVIDUAL SETS OF THE PLANS WILL BE NEEDED FOR SUBMITTAL.

AFTER THE PRE-CONFERENCE, TURN IN YOUR COMPLETED COA APPLICATION TO THE PLANNING COUNTER, 1ST FLOOR, THOMAS CENTER-B + APPROPRIATE FEES

**CHECKLIST REMINDER**

MAKE SURE YOUR APPLICATION HAS ALL THE REQUIREMENTS ATTACHED.

FAILURE TO TIMELY COMPLETE THE APPLICATION, COMPLY WITH THE INSTRUCTIONS, AND SUBMIT THE NECESSARY DOCUMENTATION WILL RESULT IN DEFERRAL OF YOUR PETITION TO THE NEXT MONTHLY MEETING.

**PROJECT TYPE:** Addition  Alteration  Demolition  New Construction  Relocation

**PROJECT LOCATION:**

Historic District: \_\_\_\_\_

Site Address: \_\_\_\_\_

OWNER	APPLICANT OR AGENT
Owner(s) Name	Applicant Name
Corporation or Company	Corporation or Company
Street Address	Street Address
City State Zip	City State Zip
Home Telephone Number	Home Telephone Number
Cell Phone Number	Cell Phone Number
Fax Number	Fax Number
E-Mail Address	E-Mail Address

**TO BE COMPLETED BY CITY STAFF**

Fee: \$ \_\_\_\_\_

(PRIOR TO SUBMITTAL AT PLANNING COUNTER)

EZ Fee: \$ \_\_\_\_\_

HP # \_\_\_\_\_

Staff Approval—No Fee (HP Planner initial \_\_\_\_\_)

Contributing Y \_\_\_ N \_\_\_

Single-Family requiring Board approval (See Fee Schedule)

Zoning \_\_\_\_\_

Multi-Family requiring Board approval (See Fee Schedule)

Pre-Conference Y \_\_\_ N \_\_\_

Ad Valorem Tax Exemption (See Fee Schedule)

Application Complete Y \_\_\_ N \_\_\_

After-The-Fact Certificate of Appropriateness (See Fee Schedule)

Received By \_\_\_\_\_

Account No. 001-660-6680-3405

Date Received \_\_\_\_\_

Account No. 001-660-6680-1124 (Enterprise Zone)

Account No. 001-660-6680-1125 (Enterprise—Credit)

Request for Modification of Setbacks

Y \_\_\_ N \_\_\_

RECEIVED  
STAMP

PAID  
STAMP

TO BE COMPLETED BY CITY STAFF

IF STAFF APPROVAL ALLOWS THE ISSUANCE OF THE CERTIFICATE OF APPROPRIATENESS, THE BASIS FOR THE DECISION WAS:

This meets the *Secretary of Interior's Standards for Rehabilitation* and the *City of Gainesville's Historic Preservation Rehabilitation and Design Guidelines*.

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\_\_\_\_\_ HISTORIC PRESERVATION PLANNER \_\_\_\_\_ DATE \_\_\_\_\_

THE HISTORIC PRESERVATION BOARD CONSIDERED THE APPLICATION OF HP \_\_\_\_\_ AT THE \_\_\_\_\_ MEETING. THERE WERE \_\_\_\_\_ MEMBERS PRESENT.

THE APPLICATION WAS \_\_\_\_\_ BY A \_\_\_\_\_ VOTE, SUBJECT TO THE FOLLOWING CONDITIONS:

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The basis for this decision was:

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Chairperson \_\_\_\_\_ Date \_\_\_\_\_

It is understood that the approval of this application by the Historic Preservation Board or staff in no way constitutes approval of a Building Permit for construction from the City of Gainesville's Building Department.

After the application approval, the COA is valid for one year and null and void if construction does not begin within six months. Please post the CERTIFICATE OF APPROPRIATENESS at or near the front of the building.



**DID YOU REMEMBER?**

CHECK YOUR ZONING AND SETBACKS FOR COMPLIANCE

REVIEW THE HISTORIC PRESERVATION REHABILITATION AND DESIGN GUIDELINES

REVIEW THE SECRETARY OF INTERIOR'S STANDARDS FOR REHABILITATION

CHECK TO SEE IF YOU WOULD BE ELIGIBLE FOR A TAX EXEMPTION FOR REHABILITATION OF A HISTORIC PROPERTY

THE HPB MEETINGS ARE HELD ON THE FIRST TUESDAY OF EVERY MONTH AT THE CITY HALL, 200 EAST UNIVERSITY AVENUE, GAINESVILLE, FL 32601, ROBERTA LISLE KLINE CONFERENCE ROOM (ROOM 16) AT 5:30PM.

THE HISTORIC PRESERVATION OFFICE STAFF CAN PROVIDE ASSISTANCE AND GUIDANCE ON THE HP BOARD'S REVIEW PROCESS, AND ARE AVAILABLE TO MEET WITH PROPERTY OWNERS OR AGENTS. IF YOU NEED ASSISTANCE, PLEASE CONTACT THE HISTORIC PRESERVATION PLANNER AT (352) 334-5022 OR (352) 334-5023.

**PERSONS WITH DISABILITIES AND CONTACT INFORMATION**

PERSONS WITH DISABILITIES WHO REQUIRE ASSISTANCE TO PARTICIPATE IN THE MEETING ARE REQUESTED TO NOTIFY THE EQUAL OPPORTUNITY DEPARTMENT AT 334-5051 (IDD 334-2069) AT LEAST 48 HOURS PRIOR TO THE MEETING DATE. FOR ADDITIONAL INFORMATION, PLEASE CALL 334-5022.

**OVERVIEW**

The Historic Preservation Board (HPB) is an advisory board to the City of Gainesville's Commission composed of citizens who voluntarily, without compensation commit their time and expertise to the stewardship of historic resources in our community.

The HPB approval is a procedure which occurs for alterations, construction, restorations, or other significant changes to the appearance of an structure in Gainesville's Historic Districts which have an impact on the significant historical, architectural, or cultural materials of the structure and/or the district. The City's historic review guidelines are available online at [planning.cityofgainesville.org](http://planning.cityofgainesville.org) and within the Land Development Code, Section 30-112.

After submission of an application, the Historic Preservation Planner prepares a written recommendation for the board meeting which addresses whether the proposed changes are compatible with the criteria of the SECRETARY OF INTERIOR'S STANDARDS FOR REHABILITATION and the City of Gainesville's HISTORIC PRESERVATION REHABILITATION AND DESIGN GUIDELINES. Once staff has prepared and completed the staff report, an Agenda of the proposed meeting and the staff report will be posted online approximately 3 to 5 days prior to the HPB meeting and can be found at [planning.cityofgainesville.org](http://planning.cityofgainesville.org) - Citizen Advisory Boards - Historic Preservation Board.

The applicant and/or owner of the property should be present at the Historic Preservation Board meeting and be prepared to address inquiries from the board members and/or the general public. The HPB meeting is a quasi-judicial public hearing with procedural requirements. The review body may approve, approve with conditions, or deny projects. It is not necessary for owners to be present at the HPB meeting if your COA has been staff approved.

In addition to a Certificate of Appropriateness (COA), a building permit may be required for construction from the Building Department. This is a separate process with submittal requirements. Building permits will not be issued without proof of a COA and the Historic Preservation Planner signing the building permit.

After the application approval, the COA is valid for one year and null and void if construction does not begin within six months.

Please post the CERTIFICATE OF APPROPRIATENESS at or near the front of the building.

**CERTIFICATION**

BY SIGNING BELOW, I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AT THE TIME OF THE APPLICATION. I ACKNOWLEDGE THAT I UNDERSTAND AND HAVE COMPLIED WITH ALL OF THE SUBMITTAL REQUIREMENTS AND PROCEDURES AND THAT THIS APPLICATION IS A COMPLETE SUBMITTAL. I FURTHER UNDERSTAND THAT AN INCOMPLETE APPLICATION SUBMITTAL MAY CAUSE MY APPLICATION TO BE DEFERRED TO THE NEXT POSED DEADLINE DATE.

1. I/We hereby attest to the fact that the above supplied parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the Planning and Development Services Department to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that Certificates of Appropriateness are only active for one year from issuance.
4. It is understood that the approval of this application by the Historic Preservation Board or staff in no way constitutes approval of a Building Permit for construction from the City of Gainesville's Building Department.
5. The COA review time period will not commence until your application is deemed complete by staff and may take up to 10 days to process.
6. Historic Preservation Board meetings are conducted in a quasi-judicial hearing and as such ex-parte communications are prohibited (Communication about your project with a Historic Preservation Board member).

**SIGNATURES**

Owner \_\_\_\_\_ Date \_\_\_\_\_  
Applicant or Agent \_\_\_\_\_ Date \_\_\_\_\_

A **pre-application conference** with the Historic Preservation Planner **is required** before the submission of a Certificate of Appropriateness (COA) application. A pre-application conference with the City of Gainesville’s Historic Preservation Board is optional.

For single-family structure, accessory structures and all other structures which require Historic Preservation Board review, there is an **application fee**. Fees vary by the type of building and change annually. Please consult with planning staff or online at [planning.cityofgainesville.org](http://planning.cityofgainesville.org) to determine the amount of the application fees for your project. There is no fee for a staff approved Certificate of Appropriateness. Please consult the brochure “Living in a Historic District” and the Historic Preservation Rehabilitation and Design Guidelines for restoration & rehabilitation that is staff approvable. **The COA review time period will not commence until your application is deemed complete by staff.**

The application is **due by 3:00 p.m.** on the **application deadline date** as noted on the attached annual meeting and cut-off schedule.

**THIS CHECKLIST IS A GUIDE TO BE USED FOR PROPER COA SUBMITTAL. SOME ITEMS MAY NOT APPLY TO YOUR PERMIT APPLICATION.**

A completed application may include the following: As requested by the Building Official, the Preservation Planner, or the Historic Preservation Board, you are submitting, as determined by the Historic Preservation Planner, a Board Approval Certificate of Appropriateness, please provide all documents in sets of 10 on paper no larger than 11” x 17”. One large format set may also be requested if details are not legible.

**SUBMITTAL REQUIREMENT CHECKLIST**

Applicant                      HP Planner

		Applicant	HP Planner
<b>Survey and Site Plan</b>	A drawing giving dimensions of property; location of building(s) showing distances from property lines (building set-back lines (dimensioned), names of streets front and sides, and north/south orientation. A current site plan or survey may be submitted for this requirement, if it provides the requested information. (1 full size set, as requested and 10 reduced sets on 11” x 17” or smaller is required for a board approval project.)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Drawings to Scale</b> <ul style="list-style-type: none"> <li>▪ Elevations</li> <li>▪ Floor Plan</li> <li>▪ Square Footage</li> <li>▪ Dimensions &amp; Height</li> <li>▪ Materials &amp; Finishes</li> </ul>	One complete set of plans (with all (4) exterior elevations) and specifications for the project. All drawings must be clear, concise and drawn to scale. All rooms shall be dimensioned and labeled for use. Height measurement and square footage of different areas shall be on plans. Indicate features on the exterior (i.e.: chimney), the roof pitch, placement of windows and doors and label all materials and textures. ((1 full size set, as requested and 10 reduced sets on 11” x 17” or smaller is required for a board approval project.)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Photographs</b>	Photographs of existing building(s) (all facades or elevations of structure) and adjacent buildings. Photographs should clearly illustrate the appearance and conditions of the existing building(s) affected by the proposed project, close-up views of any specific elements under consideration i.e., windows or doors if proposed to be modified or removed, as well as photographic views of its relationship with neighboring buildings. The format for photos shall be 3” x 5”, or 4” x 6” colored or black and white prints, with the name of owner and address of structure on back of picture. (10 sets) (City staff may take photographs of your property prior to the board meeting as part of their review procedure. The photos will be used for presentation to the Historic Preservation Board.)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Specific Items</b>	Specific items may be requested, such as landscape plans, wall sections, roof plans, perspective drawings, a model, a virtual illustration and/or verification of economic hardship.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Modification of Existing Zoning</b>	Attach separate form requesting a zoning modification based on competent demonstration by the petitioner of Section 30-112(d)(4)b.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Demolition Report</b>	In the case of demolition provide substantiating report(s) from a registered structural engineer stating structural condition and an explanation of the future use of the site.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Consent Letter</b>	Letter of consent from the property owner, if the applicant is not the owner of the property or is in the process of purchasing the property.	<input type="checkbox"/>	<input type="checkbox"/>

# TAX SAVINGS FOR HOMEOWNERS OF HISTORIC PROPERTIES

The improvements to your historic property may qualify for a property tax exemption. The City of Gainesville permits an Ad Valorem property tax exemption for renovations, rehabilitations, and restorations to contributing properties within Historic Districts. The City adopted an Ad Valorem Tax Exemption which permits 100 percent of the assessed value of the eligible improvements and remains in effect for ten years.

The amount of the exemption shall be determined by the Alachua County Property Appraiser based upon its usual process for post-construction inspection and appraisal of property following rehabilitation or renovation. The duration of the exemption shall continue regardless of any change in the authority of the City to grant such exemptions or any change in ownership of the property. In order to retain an exemption, however, the historic character of the property, and improvements which qualified the property for an exemption, must be maintained over the period for which the exemption was granted.

This is an excerpt from the Land Development Code ARTICLE IV. TAX EXEMPTION FOR HISTORIC PROPERTIES Sec. 25-61—66

## An Overview of the Application Process:

An applicant (owner of record or authorized agent) seeking an ad valorem tax exemption for historic properties must file with the city manager or designee the two-part Historic Preservation Property Tax Exemption Application with "Part 1: Preconstruction Application" (Part 1) completed. In addition, the applicant shall submit the following:

A completed application for a Certificate of Appropriateness for the qualifying restoration, renovation, or rehabilitation.

An application fee of not more than five hundred dollars (\$500.00) to be determined by the city manager or designee based on the estimated cost of the work to be performed and the administrative costs to be incurred by the city in processing the application and monitoring compliance.

The City of Gainesville Historic Preservation Board (HPB) shall review Part 1 applications for exemptions. The HPB shall determine whether the property is an eligible property and whether the Part 1 proposed improvement is consistent with the Secretary of Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* and is therefore an eligible improvement.

Upon completion of work specified in the "Part 1" application, the applicant shall submit a "Part 2: Final Application for Review of Completed Work" (Part 2). The HPB shall conduct an inspection of the subject property to determine whether or not the completed improvements are in compliance with the work described and conditions imposed in the approved Part 1 application. Appropriate documentation may include paid contractor's bills and canceled checks, as well as an inspection request by the applicant within two (2) years following approval of the Part 1 application.

On completion of review of the Part 2 application, the HPB shall recommend that the city commission grant or deny the exemption. The recommendation and reasons therefore, shall be provided in writing to the applicant and to the city commission.

A majority vote of the city commission shall be required to approve a Part 2 application and authorize the ad valorem tax exemption. If the exemption is granted, the city commission shall adopt an ordinance.

The property owner shall have the historic preservation exemption covenant recorded in the official records of Alachua County, and shall provide a certified copy of the recorded historic preservation exemption covenant to the city manager or designee.

The effective date of the ad valorem tax exemption shall be January 1 of the year following the year in which the application is approved by the city commission and a historic preservation exemption covenant has been transmitted to the Alachua County Appraiser.

To qualify for an exemption, the property owner must enter into a covenant with the City of Gainesville for the term for which the exemption is granted. The covenant shall be binding on the current property owner, transferees, and their heirs, successors, or assigns.

Violation of the covenant or agreement will result in the property owner being subject to the payment of the differences between the total amount of taxes which would have been due in March in each of the previous years in which the covenant or agreement was in effect had the property not received the exemption and the total amount of taxes actually paid in those years, plus interest on the difference calculated as provided in F.S. § 212.12(3), as amended.

Please review City of Gainesville's Land Development Code Section 25-61 for qualification and process information.

This information is available online at [http://library8.municode.com/default-now/home.htm?infobase=10819&doc\\_action=whatsnew](http://library8.municode.com/default-now/home.htm?infobase=10819&doc_action=whatsnew)

Chapter 25 Section 25-61 – 25-65

For an application form, please contact the Historic Preservation Planner at (352) 334-5022 or (352) 334-5023.



PLANNING

P.O. Box 490, Station 11

Gainesville, Florida 32602-0490

352.334.5022

352.334-5023

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