

**TALLAHASSEE-LEON COUNTY
ARCHITECTURAL REVIEW BOARD
423 EAST VIRGINIA STREET
TALLAHASSEE, FL 32301**

850 488 7334 tel
850 488 7333 fax

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Applicant must submit the original signed application and other required information. (Please note eleven (11) additional copies may be required.) The original application may contain oversized documents, but copies should be on standard or legal sized paper. Applicants must include with their application, unless waived by the Local Historic Preservation Officer: photographs consisting of the front view of the building as well as photographs identifying the areas where proposed work is to be done, site plans, elevations, material specifications, and construction plans. Interior plans are required with the COA application when applying for City Grant and Loan Program funding for interior/structural work.

It is strongly suggested that the applicant call the Architectural Review Board Staff prior to the submission of this application, to schedule a pre-application meeting and to discuss the required information)

Building Address	Historic Name of Building (if any)
Property ID#	Florida Master Site File#
Owner's Name	Address
Phone Number	Email
Applicant's Name	Address
Phone Number	Email
Architect/Contactor's Name	Address
Phone Number	Email

IS THE OWNER APPLYING FOR, OR HAS THE OWNER RECEIVED, ANY CITY OR STATE HISTORIC PRESERVATION GRANTS TO ASSIST WITH THIS PROJECT? _____

If yes, please briefly describe:

DO YOU REQUEST OF THE ARCHITECTURAL REVIEW BOARD ANY VARIANCES ON THIS PROJECT? _____

If yes, please describe and state justification:

THE FOLLOWING INFORMATION SHOULD BE INCLUDED, UNLESS WAIVED IN WRITING BY THE LOCAL HISTORIC PRESERVATION OFFICER TO THE ARCHITECTURAL REVIEW BOARD:

_____Photo(s) (3 1/2 x 5 or larger) of existing conditions

_____Site plan

_____Elevation(s)

_____Material sample(s) and/or specifications

_____Construction plans

PLEASE INDICATE THE TYPE(S) OF WORK PLANNED:

_____Repair

_____Rehabilitation

_____Addition

_____New Construction

_____Demolition

_____Relocation

Other _____

PLEASE DESCRIBE THE WORK TO BE PERFORMED.

For existing buildings list each proposed exterior alteration (and each proposed interior alteration for the City of Tallahassee Historic Property Grant and Revolving Loan projects) to the building or property. (Add additional sheets as needed)

Notification of intent to file an application must be received in writing by the Architectural Review Board at least 30 days in advance of the meeting to allow time for notification as required by the City of Tallahassee and Leon County. Completed applications must be submitted to the Architectural Review Board at least 15 days in advance of the meeting. The Architectural Review Board will act on completed applications only.

It is recommended that the Applicant or their representative attend the meeting and present the proposal to the Architectural Review Board.

Decisions of the Architectural Review Board may be appealed by filing written notice with the Tallahassee-Leon County Planning Department, City Hall, Tallahassee, FL 32301, within thirty (30) days of the decision. If there is no appeal the decision of the Architectural Review Board shall be final.

I/We, as owner(s) of (Street Address or Lot/Block/Subdivision) _____
do hereby authorize the filing of this application on my behalf.

(Printed Name)

(Signature)

Date

In accordance with local ordinance, the Tallahassee-Leon County Architectural Review Board (ARB) uses the federal Secretary of the Interior's Standards for Rehabilitation to guide them in review of exterior changes to properties zoned HPO. These Standards are stated below. The property owner is responsible for achieving compliance with these Standards. This form must be signed by the property owner or and by his/her/its authorized representative, the project architect and the project contractor and must be submitted to the ARB with and as part of the property owner's application for a Certificate of Appropriateness.

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.
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 elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features will be substantiated by documentary, physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction will 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.

Each of the undersigned hereby acknowledges that he/she has read and understands fully the foregoing Standards and shall adhere to such Standards relative to this project.

Property Owner: _____ Date _____

Property Owner's Authorized Rep.: _____ Date _____

Project Architect: _____ Date _____

Project Contractor: _____ Date _____