

**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 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, 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.

# Application Package

## Certificate of Appropriateness for Historic Structures

### Attachments:

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

### Further Information:

For further information call Dr. Clifford Smith of the Planning and Development Department at (941) 365-2200 Ext. 4361.

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<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 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"/>
	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"> <li>○ 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></li> <li>○ Ten (10) copies of a site plan, 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"/>
	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: \_\_\_\_\_

# Application Package

## Certificate of Appropriateness for Historic Structures

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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## Certificate of Appropriateness for Historic Structures

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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## Certificate of Appropriateness for Historic Structures

### 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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## Certificate of Appropriateness for Historic Structures

*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: \_\_\_\_\_

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## Certificate of Appropriateness for Historic Structures

### Tax Incentives for Historic Preservation

Sarasota County has enacted an ordinance to assist property owners of designated structures. At this time, the City of Sarasota has no specific tax exemption for historic properties or their restoration. The National Park Service assists property owners in qualifying for federal investment tax credits for historic properties.

The Tax Exemption Ordinance:

Sarasota County's tax exemption regulation, Article V of Chapter 66 of the Sarasota County Code, allows property owners to apply for an exemption on the increase in their ad-valorem taxes attributed to qualifying improvements on historically designated properties. The exemption applies to county ad valorem taxes for a period up to ten years.

The tax exemption ordinance provides several benefits:

- o Exemption from increase in county ad valorem taxes
- o Transferability between owners for a period of up to ten years

Eligible improvements to real property include:

- o building additions
- o site improvements
- o removal of historically incompatible materials

The application is developed in concert with county preservation staff. **Applicants must apply for the Tax Exemption from the County before any work is started on the project.**

Final design review and approval is conducted by the County Historic Preservation Board in accordance with established guidelines for historic rehabilitations.

The final decision to grant or deny the exemption lies with the Sarasota Board of County Commissioners.

Here are a couple of examples:

An addition was completed on a historically designated property on the Siesta Key waterfront. The construction value of this large addition was \$65,000. The result was an increased assessment on the improvement of \$72,000. At the current millage rate of 3.93, this property owner would save \$283 annually with the tax exemption.

A historic structure on Coconut Avenue in downtown Sarasota underwent a major rehabilitation after a fire. The construction value of the remodeling was \$88,000 resulting in an increased assessment on the improvement of \$79,000. This property owner would save \$310 annually with the tax exemption.

### How does a homeowner apply for the tax exemption?

Applications are available online at

<https://www.scgov.net/History/Documents/Tax%20Exemption%20Application.pdf>

Or at Sarasota County Historical Resources  
6062 Porter Way  
Sarasota, FL 34232  
Phone: (941) 861-6090

Manager:  
Lorrie Muldowney, AICP

Open to the Public  
Monday – Thursday 10:00 am – 3:00 pm