



CERTIFICATE OF APPROPRIATENESS

Application No. _____

List of Required Submittals

Included in this packet:

- General Information
- COA Approval Matrix
- Application
- Narrative

Only complete applications will be accepted:

- Completed COA application form
- Application fee payment
(See fee schedule in General Information section)
- Site plan or survey of the subject property:
 - To scale on 8.5" x 11" paper
 - North arrow
 - Setbacks of structures to the property lines
 - Dimensions and exact locations of all property lines, structures, parking spaces and landscaping
- Elevation drawings:
 - On 8.5" x 11", 8.5" x 14", or 11" x 17" paper
 - Depicts all sides of existing & proposed structure(s)
- Samples or a detailed brochure for new materials to be used
- Photographs of the subject property and structures in question

The following items are optional, but strongly suggested:

- Floor plans:
 - To scale: on 8.5" x 11", 8.5" x 14", or 11" x 17" paper
 - North arrow
 - Locations of all doorways, windows, and walls (interior & exterior)
 - Dimensions and area of each room

Note: A Historic Preservation Inspection is required as part of the Building Permit process. A final building inspection will not be conducted until the Historic Preservation Inspection is approved or waived by Historic Preservation staff.

Planning and Economic
Development Department

Urban Planning and
Historic Preservation
Division

[http://www.stpete.org/
historic_preservation](http://www.stpete.org/historic_preservation)

City of St. Petersburg
P.O. Box 2842
St. Petersburg, FL 33713
727 / 893.7471

Last Updated: 09/12/2012

Completeness review by city staff: _____



CERTIFICATE OF APPROPRIATENESS

GENERAL INFORMATION

Purpose

The Historic Preservation Ordinance, [City Code Section 16.30.070](#), requires issuance of a Certificate of Appropriateness (COA) prior to any exterior alteration to a locally designated landmark or property within a locally designated historic district. Exterior alterations include, but are not limited to, the following work: changes to walls, roof, or windows; painting unpainted masonry; additions; relocation, and demolition. Building new structures and demolition requests within a historic district, as well as any digging or replacement of plantings on a designated archaeological site also require a COA. The intent of the COA is to insure that the integrity and character of the landmark or historic district is maintained.

Pre-Application Meeting

All applicants must schedule a pre-application meeting with Staff prior to an application being accepted. Staff requests that all pre-application meetings be scheduled at least one (1) week prior to the application deadline (see Community Preservation Commission Schedule). Minor maintenance projects can often be approved at this meeting. Pre-application meetings can be scheduled by calling (727) 892-5470.

At the meeting, staff will determine if the application is appropriate for administrative approval based upon the COA Approval Matrix as per the regulations in the Historic Preservation Ordinance. Although legal notification is mandatory for administrative approvals, these applications will not require a public hearing unless an appeal is filed with the Urban Planning and Historic Preservation Division. Permits must be obtained within 18 months of approval. Staff shall have the discretion to refer any case to the Community Preservation Commission.

Application Submittal

Only complete applications will be accepted. (See the List of Required Submittals for COA applications.) Complete applications must be filed by 2:00 PM on the application deadline date. Per the Commission's Rules of Procedure, a maximum of twelve (12) applications may be scheduled for any given public hearing. This limit does not apply to applications which are determined by the Urban Planning and Historic Preservation Division to be appropriate for administrative approval. Applications requiring a public hearing are scheduled in the order received. Applications in excess of twelve (12) which require a public hearing shall be scheduled for the next available regular meeting.

Fee Schedule

Commission Review		Staff Review	
Additions	\$ 300.00	General Application	\$ 50.00
Appeal	\$ 250.00	Appeal	\$ 250.00
Alterations and Repair	\$ 300.00		
Demolition (primary building)	\$ 1,000.00		
Demolition (accessory structure)	\$ 500.00		
New Construction	\$ 300.00		
Relocation	\$ 500.00		
<i>After-the-Fact – Twice the initial fee</i>			
<i>Revision of previously approved COA - ½ of the original fee</i>			

Site Plans, Floor Plans, and Elevation Drawings

All applications for the Community Preservation Commission require a detailed, accurate site plan or survey and elevation drawings. Some applications for the Commission may require floor plans as well. Staff strongly encourages applicants to retain the services of a design professional to prepare the required plans. The City is unable to accept site plans, floor plans, or elevations that are incomplete, illegible, unclear, or do not meet the criteria listed on the "List of Required Submittals." Such determinations are made at the discretion of the City.



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GENERAL INFORMATION

Community Preservation Commission Review

By applying to the Community Preservation Commission, the applicant grants permission for Staff and members of the Community Preservation Commission to visit the subject property to evaluate the request. Applicants with special requests related to timing of site visits should advise Staff in writing at the time of application submittal. Any Code violations found by the City Staff or the Community Preservation Commission members during review of the subject case will be referred to the Codes Compliance Assistance Department.

Legal Notification

All applications made to the Community Preservation Commission are required by City Code to provide public notification of Certificate of Appropriateness applications. The applicant will be required to post a sign on the subject property and to hand deliver, or send via the U.S. Postal Service, notification letters to all property owners within 200 feet of the subject property. The City will provide one original notification letter and procedures to complete the posting of the sign and the notification of property owners. The applicant will be responsible for obtaining a list of properties and mailing labels from the [Pinellas County Property Appraiser](#). These legal notifications must be mailed by the dates noted on the Community Preservation Commission schedule with verification of mailing returned to staff within seven (7) days of the meeting date.

Public Hearing

Applications appropriate for public hearing will be heard by the Community Preservation Commission on the dates listed on the Community Preservation Commission Schedule. The public hearings begin at 9:00 A.M. in the City Council Chambers at City Hall, located at 175 5th Street North. All proceedings are quasi-judicial. Therefore, it is required that the applicant or authorized representative attend the hearing.

Community Preservation Commission Approvals

If approved by the Community Preservation Commission, the applicant must wait to initiate construction until after the ten (10) day appeal period. Permits and inspections are required, when applicable. Permits must be obtained within 18 months from the date of the Community Preservation Commission meeting, unless otherwise directed by the Commission. After the expiration date, a one-year extension to complete the work in progress may be approved in the manner originally approved if the owner can show why the work has not been completed.

All conditions of approval must be completed and approved through inspection by Historic Preservation staff before the final building inspection is approved. Failure to satisfy these requirements will invalidate the approval of the request. Approval of a request by the Community Preservation Commission or Historic Preservation Division does not grant or imply other variances from the City Code, FEMA regulations, or other applicable codes. Applicants are advised to contact the Construction Services and Permitting Division at (727) 893-7231 to determine if any other regulations may affect a given proposal.

FEMA Regulations

FEMA regulations may affect your ability to proceed with your plans – even if approved by the Community Preservation Commission. Designated properties may receive variances from local flood hazard requirements when rehabilitating their buildings. Applicants are advised to contact the City's FEMA Coordinator at (727) 893-7876 to determine the impact of FEMA regulations, if any.



Certificate of Appropriateness Approval Matrix

(City code section 16.30.0070.2.6, updated June 2011)

ACTION	CONTRIBUTING and INDIVIDUAL LANDMARKS			NON-CONTRIBUTING		
	Staff	CPC	No Review	Staff	CPC	No Review
ADDITIONS						
All		X			X	
ARCHAEOLOGY						
Ground disturbing activities (digging, planting, use of heavy machinery, excavation, vegetation removal)		X				X
CANVAS AWNINGS						
Installation, removal, or alterations	X			X		
CLEANING						
1. Pressure washing, less than 100 psi			X			X
2. Other methods and applications	X			X		
CARPORTS and PORTE COCHERES						
All alterations		X		X		
DECKS, PATIOS, PERGOLAS						
1. With a roof		X		X		
2. Without a roof	X			X		
DEMOLITIONS						
1. Primary structures		X			X	
2. Accessory structures, historic		X			X	
3. Accessory structures, non-historic	X			X		
4. Historic additions		X			X	
5. Non-historic additions	X			X		
DOORS, ENTRIES, AND GARAGE DOORS						
1. Same materials, style, and size	X			X		
2. Change in materials or style		X			X	
3. Change in openings		X			X	
4. Entry features	X			X		
5. ADA requirements	X			X		
6. Other alterations	X			X		
DRIVEWAYS						
1, Change in materials	X			X		
2. Change in size or configuration		X			X	
3. New or relocated driveway		X			X	
EXTERIOR WALL FINISH						
1. Removal of non-historic material	X			X		
2. All other finishes (including painting of an originally unpainted surface)		X		X		
3. Waterproofing	X			X		
FOUNDATIONS						
1. Same material, style, and size	X			X		
2. Change in material, style, or size		X		X		
3. Sidewalk vault lights		X			X	
INTERIOR ALTERATIONS						
Ad Valorem Tax Exemption Applications ONLY	X					X
LANDSCAPE FEATURES						
1. Arbors, pergolas, and gazebos		X		X		
2. Permanent water features	X			X		
3. Lighting	X			X		
4. Sidewalks	X			X		
5. Walkways	X			X		
6. Planting or removal, non-historic vegetation			X			X
7. Alteration, planting, removal, historic vegetation	X			X		
8. Other	X			X		



Certificate of Appropriateness Approval Matrix

(City code section 16.30.0070.2.6)

ACTION	CONTRIBUTING and			NON-CONTRIBUTING		
	Staff	CPC	No Review	Staff	CPC	No Review
MECHANICAL SYSTEMS						
1. Electrical, plumbing, pool equipment	X			X		
2. HVAC - visible from ROW		X			X	
3. HVAC - non-visible from ROW	X			X		
4. Solar Panels - visible from ROW		X			X	
3. Solar Panels - non-visible from ROW	X			X		
4. Other		X			X	
NEW CONSTRUCTION						
All		X			X	
PAINTING						
1. Painting previously painted surfaces			X			X
2. Changes in paint color			X			X
PLAQUES AND MARKERS						
All	X			X		
POOLS						
1. Above ground pools		X			X	
2. In ground pools	X			X		
3. Pool screen enclosures		X			X	
PORCHES AND BALCONIES						
1. Open an enclosed porch	X			X		
2. Enclose a porch		X			X	
3. Alterations		X			X	
RELOCATION						
All		X			X	
RESTORATION (A return to the original based on historic evidence as originally designed and constructed.)						
All	X			X		
ROOF						
1. Same materials and shape	X			X		
2. Change in materials		X			X	
3. Change in shape		X			X	
4. Other alterations		X			X	
SIGNS						
All signage	X			X		
Street numbers			X			X
SHEDS						
Less than 100 sq. ft.	X			X		
SHUTTERS						
1. Removable shutters	X			X		
2. Permanent shutters	X			X		
SITE WALLS AND FENCES						
1. Walls or fences behind the front façade	X			X		
2. Walls or fences in front of or equal to front façade		X			X	
3. Retaining walls	X			X		
4. Demolition, historic		X		X		
5. Sea walls	X			X		
WINDOWS						
1. Same materials, style, and size	X			X		
2. Change in materials or style		X			X	
3. Change in openings		X			X	



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Application No. _____

All applications are to be filled out completely and correctly. The application shall be submitted to the City of St. Petersburg's Planning and Economic Development Department, located on the 8th floor of the Municipal Services Building, One Fourth Street North, St. Petersburg, Florida.

GENERAL INFORMATION

NAME of APPLICANT (Property Owner):

Street Address:

City, State, Zip:

Telephone No:

Email Address:

NAME of AGENT or REPRESENTATIVE:

Street Address:

City, State, Zip:

Telephone No:

Email Address:

PROPERTY INFORMATION:

Street Address:

Parcel ID or Tract Number:

General Location:

Designation Number:

AUTHORIZATION

City staff and the designated Commission will visit the subject property during review of the requested COA. Any code violations on the property that are noted during the inspections will be referred to the city's Codes Compliance Assistance Department.

By signing this application, the applicant affirms that all information contained within this application packet has been read and that the information on this application represents an accurate description of the proposed work. The applicant certifies that the project described in this application, as detailed by the plans and specifications enclosed, will be constructed in exact accordance with aforesaid plans and specifications. Further, the applicant agrees to conform to all conditions of approval. It is understood that approval of this application by the Commission in no way constitutes approval of a building permit or other required City permit approvals. Filing an application does not guarantee approval.

- NOTES:**
- 1) It is incumbent upon the applicant to submit correct information. Any misleading, deceptive, incomplete or incorrect information may invalidate your approval.
 - 2) To accept an agent's signature, a notarized letter of authorization from the property owner must accompany the application.

Signature of Owner / Agent: _____ Date: _____



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NARRATIVE (PAGE 1 OF 2)

All applications must provide justification for the requested COA based on the criteria set forth in the Historic and Archaeological Preservation Overlay ([City Code Section 16.30.070](#)). These criteria are based upon the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties (available on-line at www.nps.gov/history/hps/tps/standards_guidelines.htm). Please type or print clearly. Illegible responses will not be accepted. Please use additional sheets of paper if necessary.

GENERAL INFORMATION

Property Address: _____ COA Case No: _____

Type of Request

- Alteration of building/structure
- New Construction
- Relocation
- Demolition
- Alteration of archaeological site
- Site Work

Proposed Use

- Single-family residence
- Multi-family residence
- Restaurant
- Hotel/Motel
- Office
- Commercial
- Other

Estimated Cost of Work: _____

WRITTEN DESCRIPTION OF PROPOSED WORK

Explain what changes will be made to the following architectural elements and how the changes will be accomplished. Please provide a detailed brochure or samples of new materials.

1. Structural System

2. Roof and Roofing System



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NARRATIVE (PAGE 2 OF 2)

3. Windows

4. Doors

5. Exterior siding

6. Decorative elements

7. Porches, Carriage Porch, Patio, Carport, and Steps

8. Painting and/or Finishes

9. Outbuildings

10. Landscaping, Parking, Sidewalk, Garden features

11. Other
