

**CITY OF ST. AUGUSTINE**  
**HISTORIC ARCHITECTURAL REVIEW BOARD APPLICATION**



- OPINION OF APPROPRIATENESS**  
 **CERTIFICATE OF APPROPRIATENESS**

Application Fee: \$30.00

BDAC Project No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

Meeting Date: \_\_\_\_\_

PLEASE PRINT OR TYPE

1. NAME OF APPLICANT \_\_\_\_\_  
Business (if applicable) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Daytime telephone (required) \_\_\_\_\_ Other phone \_\_\_\_\_
2. NAME OF PROPERTY OWNER \_\_\_\_\_  
Business (if applicable) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Daytime telephone (required) \_\_\_\_\_ Other phone \_\_\_\_\_
3. PROJECT STREET ADDRESS \_\_\_\_\_
4. LEGAL DESCRIPTION: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ Parcel \_\_\_\_\_
5. EXISTING USE \_\_\_\_\_ PROPOSED USE \_\_\_\_\_
6. PROPOSED PROJECT WORK

A. **DEMOLITION** (If historic architectural features will be permanently removed a Certificate of Demolition is required and must be heard simultaneous with this application)

YES  NO

B. **REHABILITATION** (check and specify all work items that apply)

REPAIR      REPLACE

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Roof _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Roof structures (dormers, chimneys, etc.) _____        |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior finishes (stucco, masonry, siding) _____      |
| <input type="checkbox"/> | <input type="checkbox"/> | Porch/Deck/Balcony _____                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Awning/Canopy _____                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior Doors _____                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Windows _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | Shutters _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Foundation (including infill) _____                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior lighting & other appurtenances _____          |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing fences, walls & gates _____                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing parking, walkways & other site features _____ |

C. NEW CONSTRUCTION (check and specify all work items that apply)

- New building\_\_\_\_\_
- New addition\_\_\_\_\_
- New roof structures (dormers, chimneys, etc.)\_\_\_\_\_
- New porch/deck/balcony\_\_\_\_\_
- New awning/canopy\_\_\_\_\_
- New entrances\_\_\_\_\_
- New window opening/sashes\_\_\_\_\_
- New exterior lighting\_\_\_\_\_
- New fence/wall/gate\_\_\_\_\_
- New parking/walkways/other site features\_\_\_\_\_
- Exterior utility service/mechanical equipment\_\_\_\_\_

D. PAINT COLORS (check one)

- Scheme with pre-approved paint colors (exterior colors available upon request)
- Custom color scheme (provide color samples & building elevations showing color placement)
- No painting associated with proposed project

7. OTHER INFORMATION FOR ACTION REQUESTED (attach additional pages if necessary)

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8. AGREEMENT

If the applicant is different than the property owner, the application must be signed by both parties. A letter of authorization signed by the property owner must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of the property owner.

*In filling out this application, I understand that it becomes part of the Public Record of the City of St. Augustine and hereby certify that all information contained herein is accurate to the best of my knowledge.*

*I further understand that if this application is for an Opinion of Appropriateness, I must still obtain a Certificate of Appropriateness before project work can begin. If this application is for a Certificate of Appropriateness and it is approved, I am required to obtain other development approvals, archaeological review, and a building permit as necessary prior to starting project work.*

PRINT APPLICANT'S NAME\_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PRINT OWNER'S NAME\_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_

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Florida Statute 286.0105 states that a person appealing any decision by this board at any meeting regarding this application may need a verbatim record of the proceedings which includes testimony and evidence upon which the appeal is to be based.

**COMPLETENESS REVIEW CHECKLIST**

A Certificate or Opinion of Appropriateness application and related plans shall be submitted for review and approval by the Historic Architectural Review Board for exterior alterations and new construction associated with any building in designated historic preservation zoning districts (HP-1 through HP-5). In addition, a Certificate of Appropriateness shall be required for any proposed work on buildings immediately adjacent and in view of historic preservation zoning districts HP-1, HP-2, and HP-3. All proposed work items shall be reviewed for consistency and compliance with the 2011 edition of the *Architectural Guidelines for Historic Preservation, City of Saint Augustine, Florida*. Copies of this document are available for a fee upon request and on the website at: [http://www.citystaug.com/document\\_center/PlanningBuilding/HARB/HARBAappropriatenessApp.pdf](http://www.citystaug.com/document_center/PlanningBuilding/HARB/HARBAappropriatenessApp.pdf)

Relevant information necessary for Certificate or Opinion of Appropriateness review shall include but not be limited to the following items depending on the scope and scale of the project and as referenced in the "Plan Requirements" section in the *Architectural Guidelines for Historic Preservation*.

❖ General information:

- | OK                       | Need                     | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A clear and detailed description of all proposed construction                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor plans and elevations for all proposed construction                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wall sections  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Paint colors not pre-approved (include paint chips or samples) and locations |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing conditions before construction begins                |

❖ Complete site plan of the property showing the locations of:

- | OK                       | Need                     | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All structures and buildings  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Required yards  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Walkways  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fences/Walls/Gates  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Landscaping areas (both perimeter and interior)                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of exterior mechanical equipment and screening, if needed        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storm drainage and retention areas  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trees to be removed or retained (3 inches or larger at d.b.h. by species) |

❖ Detailed drawings and/or specifications for the following:

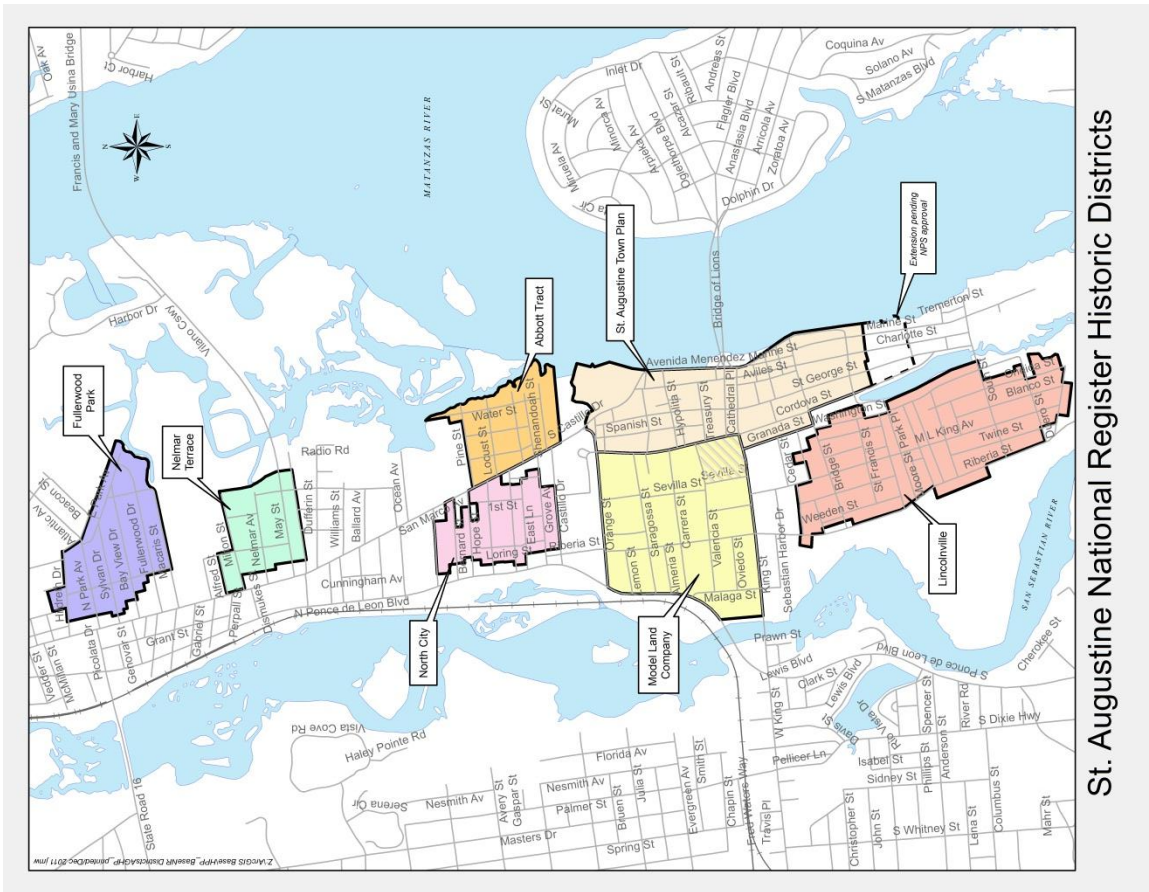
- | OK                       | Need                     | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Roofs and roofing  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Roof structures  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exterior finishes, trim, and other ornamentation                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Porch/Deck/Balcony   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Awning/Canopy  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Doors including hardware   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Windows including hardware   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shutters including hardware  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Foundation including infill  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exterior lighting  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fence/Wall/Gate  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | New construction: streetscape elevation and footprint plan of context area |

❖ Other details necessary for review:

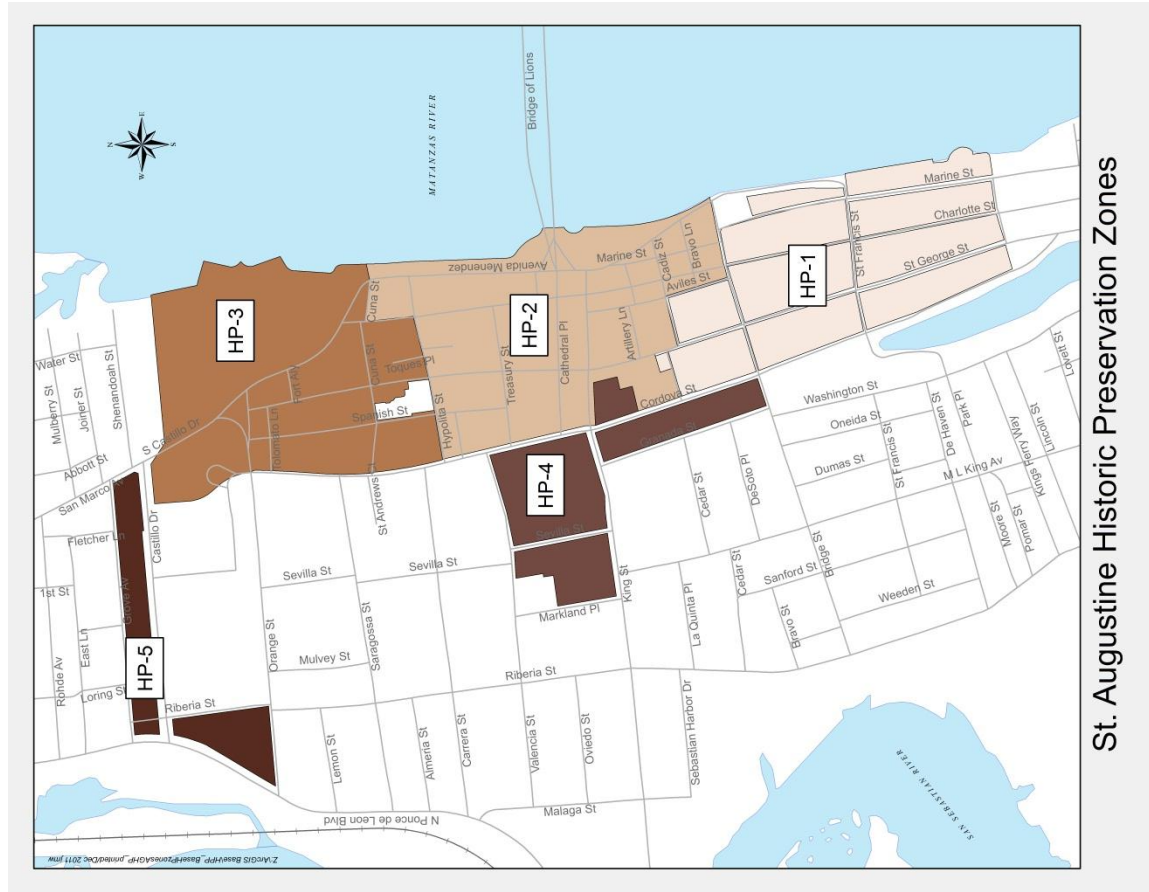
\_\_\_\_\_

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Reviewed by: _____	Date: _____
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St. Augustine National Register Historic Districts



St. Augustine Historic Preservation Zones

Maps are shown for informational purposes only. Data used on these maps are gathered from various sources with varying degrees of accuracy.