

CITY OF ST. AUGUSTINE
HISTORIC ARCHITECTURAL REVIEW BOARD APPLICATION



OPINION **CERTIFICATE OF APPROPRIATENESS**

\$50.00	Alterations to single family home, site work, and site feature
\$150.00	Construction of new single family home, major alterations, ad valorem tax exemption
\$100.00	Alterations to all other buildings, site work, or features except single family home
\$200.00	New construction except single family home

BDAC Project No. _____

Receipt No. _____

Meeting Date: _____

Advertising Costs \$ _____ Postage \$ _____ Paid on _____ Receipt No. _____

1. NAME OF APPLICANT _____

Business (if applicable) _____

Address _____

City _____ State _____ Zip Code _____

Daytime telephone _____ E-mail Address _____

The above contact information will be used for correspondence. Please ensure this information is accurate.

2. NAME OF PROPERTY OWNER _____

Business (if applicable) _____

Address _____

City _____ State _____ Zip Code _____

Daytime telephone (required) _____ E-mail address _____

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 repair or replace and provide a description on the line provided)

REPAIR REPLACE

 Roof _____

 Roof structures (dormers, chimneys, etc.) _____

 Exterior finishes (stucco, masonry, siding) _____

 Porch/Deck/Balcony _____

 Awning/Canopy _____

 Exterior Doors _____

 Windows _____

 Shutters _____

 Foundation (including infill) _____

 Exterior lighting & other appurtenances _____

 Existing fences, walls & gates _____

 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. OVERALL PROJECT DESCRIPTION (attach additional pages if necessary)

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. Once a hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date. Subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling any hearing will also be assessed to the applicant.

PRINT APPLICANT'S NAME_____

SIGNATURE OF APPLICANT_____ DATE_____

PRINT OWNER'S NAME_____

SIGNATURE OF OWNER_____ DATE_____

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.staugustinegovernment.com/your_government/documents/AGHP2.pdf

Relevant information necessary for Certificate or Opinion of Appropriateness review shall include but not be limited to the below 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*. The minimum application requirements for each scope of work are indicated below. Discuss the project with Planning Staff if the project is unique and needs to be addressed in a different manner. Applications must be sufficiently complete at the time of submittal or will be advertised as incomplete and may be delayed. Minor details may be submitted up to 10 days before the meeting to the Planning and Building Department and HARB will determine if additional materials may be presented at the meeting.

INITIAL CONFIRMING YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS

*The below is a list of requirements based upon the scope of work. To be completed by planning staff

ROOFS AND ROOFING (sheathing, framing, chimneys, dormers, cupola, parapet, cornice, eave, bracket, drainage system, etc.)

OK	Need	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photographs of existing roof and affected features
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brochure or sample of proposed roof surface including applicable colors, patterns, material, texture
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of justification for changing roof and/or roof feature and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scaled drawing of existing and proposed conditions if roof or roof feature will change its shape, scale, size, profile, pattern (not necessary for roof sheathing changes only)

EXTERIOR FINISHES (wood siding and decorative features, masonry surfaces and features, stucco)

OK	Need	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photographs of existing surface or feature including close-up and full building perspective
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brochure or sample of proposed finish including applicable colors, patterns, material, texture, dimensions of reveals, mortar width/color as applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of justification for changing the siding, finish, or feature and the extent of the affected area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scaled drawing of existing and proposed conditions if full replacement material is proposed which will change the appearance of the building through its shape, scale, size, profile, pattern, and/or texture

PORCHES, DECKS, BALCONIES (including loggias/colonnades, porch enclosures, associated decorative features)

OK	Need	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photographs of existing porch/deck/balcony or location of proposed porch/deck/balcony
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scaled site plan showing the building and existing or proposed porch/deck/balcony and property lines if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scaled elevation(s) showing the building and existing or proposed porch/deck/balcony
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scaled detail of existing or proposed porch/deck/balcony showing material, construction detail, finish details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of justification for changing the existing porch/deck/balcony and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application.

AWNING/CANOPY

OK	Need	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photographs of existing awning/canopy or location of proposed awning/canopy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scaled site plan showing the building and existing or proposed awning/canopy location and property lines if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scaled elevation(s) showing the building façade and existing or proposed awning/canopy. A 'typical' elevation can be used if all awning/canopies are exactly the same and have the same impact to the facade
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scaled detail of existing or proposed awning/canopy showing shape, placement, color, and construction details to include supporting structure, framing, hardware, and anchors/attachment details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of justification for changing the existing awning/canopy and the extent of the affected area

EXTERIOR DOORS (door openings, doors, screen doors, trim and details such as transoms, sidelights, hoods, hardware)

OK	Need	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photographs of existing door(s) or location of proposed new door opening(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scaled elevation(s) showing the building façade and existing or proposed door (not necessary for just replacement door in existing door opening)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For new openings, a scaled wall section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brochure, sample, or scaled drawing of proposed door(s) including material, all dimensions, finish, glazing, and hardware
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of justification for changing the existing door(s) and the extent of the affected area.

The below is a list of requirements based upon the scope of work. (To be completed by planning staff)

WINDOWS (windows, shutters, and other associated features)

- | <u>OK</u> | <u>Need</u> | <u>N/A</u> | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of affected window(s) or location(s) of proposed new window opening(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For new openings, a scaled wall section with proposed window |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brochure or sample showing the material, window type, all dimensions and profiles, finish, glazing, and hardware |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation of existing and proposed window; a "typical" elevation can be used if multiple windows are affected as long as the existing and proposed conditions are identical at each location |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For replacing historic windows: a window evaluation including locations, condition of paint, condition of frame and sill, condition of sash (rails, stiles, muntins), glazing problems, hardware type and condition, overall condition assessment by qualified professional. |

FOUNDATION (replacement, infill, alteration including elevation)

- | <u>OK</u> | <u>Need</u> | <u>N/A</u> | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of affected foundation in detail and in context of whole building and adjacent buildings |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing building footprint and extent of existing and proposed foundation wall/piers/slab or infill |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Material sample, scaled detail drawing, and/or brochure showing the proposed material(s), colors, finish, pattern, and construction details |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Documentation of justification for changing the existing foundation and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application. |

EXTERIOR ELECTRICAL/MECHANICAL (light fixtures, vents, utilities, pool systems, vending)

- | <u>OK</u> | <u>Need</u> | <u>N/A</u> | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing details and context of affected site area within view of the proposed project |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brochure, sample, or scaled drawing showing the materials, light intensity and source, hardware, colors/finish |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For new equipment, scaled drawing showing proposed project with context site and/or building |

FENCES/WALLS/GATES

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing site area within view of proposed fence/wall/gate and detail photo of any existing fence/wall/gate |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed fence/wall (smaller projects may not require a scaled site plan like short extensions of existing fences/walls) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Drawing of proposed fence/wall/gate showing material, finish, height, spacing distance, shapes, patterns, hardware, construction section |

PARKING, LANDSCAPE OR OTHER SITE FEATURE (plant materials, sidewalk, driveway, fountain, pool, ramp, trellis, well)

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing site area within view of proposed feature and detail photo of any existing affected features |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed feature (smaller projects may not require a scaled site plan if limited to a small area) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Details of proposed features including material, finish, height, spacing, shapes, patterns, hardware, construction details such as a section drawing |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plant material list with identification, quantity, size at planting and maturity, spacing |

NEW CONSTRUCTION (accessory structure/outbuilding, garage, and other new buildings)

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photographs of existing site area within view of proposed construction with context area |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing the property line and existing site features like buildings, sidewalks, driveways |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled site plan showing the property line and proposed construction |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled landscape plan |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation drawings showing existing building(s) and major site features |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation drawings showing proposed building(s) and major site features |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wall sections |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Refer to required details above for related roof, finishes, porches, doors, windows, foundation, electrical/mechanical |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled elevation drawing (line drawing with minimal detail) showing the existing and proposed streetscape |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scaled footprint diagram showing proposed building footprint(s) and surrounding existing building footprints |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Written summary describing existing and proposed conditions and project's consistency with zoning code |

❖ Other details necessary for review:

Project number: _____ Project Address: _____

Reviewed by: _____ Date: _____

HARB APPLICATION FEE SCHEDULE

Historic Architectural Review Board fees are set by Resolution 2021-38 as follows:

Description of Work	Fee Amount
Certificate/Opinion of Appropriateness: Alteration to single-family home, site work, and site feature (does not increase area of structures)	\$50.00 + ads
Certificate/Opinion of Appropriateness: Construction of a new single-family home, major alterations, ad valorem tax exemption	\$150.00 + ads
Certificate/Opinion of Appropriateness: Alterations to non-single-family buildings, site-work, or features (does not increase area of structures)	\$100.00 + ads
Certificate/Opinion of Appropriateness: New construction of non-single-family structures Appeal of staff determination	\$200.00 + ads
Certificate of Demolition: Partial	\$150 + ads & notices
Certificate of Demolition: Full	\$300 + ads & notices

“Note: The cost of newspaper advertisement and all notices to surrounding property owners will be assessed by the city, paid by the city and reimbursed by the applicant. All advertising costs must be paid prior to issuance of a development permit.

The applicant shall reimburse the City the mailing cost for all notices and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing.”

If a Credit Card Authorization Form is used for the payment of fees, the City will maintain the form and automatically charge additional advertising and noticing fees, once determined, to the credit-card account submitted.

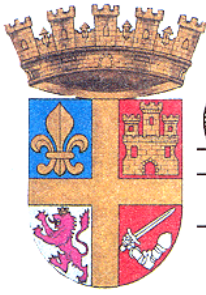
By signing below, I acknowledge responsibility for both the initial application fee and any subsequent costs associated with legal advertising and/or noticing and understand that permits associated with my application may not be issued until such fees are paid.

I authorize the Planning and Building Department to maintain my payment information until a final cost for advertising and/or noticing is determined and charged. If a payment method other than Credit Card Authorization Form is used, I understand that I will be sent an invoice for the costs of advertising/noticing which must be paid prior to the issuance of any development permit related to my application. I am aware that I can request a copy of these fees and my receipt from Building Department Staff.

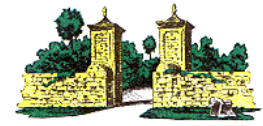
Project Address: _____

Applicant’s Name: _____ Applicant’s Signature: _____

Owner’s Name: _____ Owner’s Signature: _____



City of St. Augustine



St. Augustine, Florida

Planning/Building

CREDIT CARD AUTHORIZATION FORM

CARDHOLDER INFORMATION

Business Name: _____

Billing Street Address: _____

Street Address (cont.): _____

City: _____ State: _____ Postal Code: _____

Email _____

Business Telephone: (____) _____ - _____

CREDIT CARD INFORMATION

Credit Card Type: MasterCard Visa

Name on card: _____

Number: _____

Expiration Month: _____ Expiration Year: _____

Security Code: _____

Cardholder Signature X _____

Date ____/____/____

Credit Card Authorization:

By signing this form, you give the City of St Augustine Planning & Building Department permission to charge your account for any amounts due related to your application. This permission does not provide authorization for any charges to your account unrelated to the attached application. I understand that there is a 2% processing fee per credit card transaction.