

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

APPLICATIONS FOR CERTIFICATES OF DEMOLITION AND RELOCATION

The applicant shall submit a completed application on or before the monthly deadline in order for it to be placed on the following month's Historic Architectural Review Board (HARB) agenda. The board meets the third Thursday of each month unless otherwise scheduled. Failure to submit a substantially complete application may result in a continuance of the request.

In the event that the property owner is not a governmental agency; licensed business or company; incorporated organization; or an administered estate, all property owners of record must sign the application.

All Certificate of Demolition applications are reviewed by city staff for consistency and compliance with the 2011, 4th edition of the *Architectural Guidelines for Historic Preservation, City of Saint Augustine, Florida*. (Copies of this document are available for a fee upon request or at www.citystaug.com). Guidelines include consideration of historic and architectural significance; uniqueness of the building; existing conditions; and potential for relocation.

Within zoning districts HP-1, HP-2 and HP-3, HARB may approve a Certificate of Appropriateness for a replacement structure before approving a Certificate of Demolition. These applications may be reviewed concurrently.

For buildings relocated within any historic preservation zoning district a Certificate of Appropriateness is required for the building's new location.

PUBLIC NOTICE REQUIREMENTS (costs to be assessed to the applicant)

Certificates of Demolition shall meet the following public notice requirements:

1. *Mailed notices* - The applicant shall notify not less than ten (10) days in advance of the date of public hearing, via the United States Postal Service, all adjacent property owners within 150 feet of the boundaries of the subject property. A list of owners is provided by the Planning & Building Department. The applicant shall produce evidence that the mailing was completed by the deadline.
2. *Legal ad* - The city shall publish a legal advertisement for the application in a newspaper of general circulation not less than ten (10) days prior to the public hearing.
3. *Signs* - The city shall post a sign on each street frontage of the property in full view of the public providing notification of the pending hearing not less than seven (7) days in advance of the meeting. The sign shall be maintained by the applicant until final determination has been made.

BOARD REVIEW

Members of HARB review each application at a public hearing where all interested parties have an opportunity to be heard and present evidence. It is the duty of board members to weigh the evidence and render a decision. The board may approve, approve with conditions, continue or deny an application. Conditions that may be stipulated for demolitions include architectural salvage, pre-approval for the design of any new construction, and/or archival documentation of the existing building. Also the board has the option to postpone any demolition for two, 12-month periods. The proposed demolition of any colonial building or designated local landmark requires additional review and approval by the city commission.

After receiving an approval from the HARB and satisfying any stipulated conditions, the applicant may submit a building permit application for demolition based on the approved HARB order of demolition which is effective on the 31st day following the date of the rendered order. Please note that city inspection of the property and a building permit is required before the actual demolition can begin. In certain areas of the city an archeological permit may also be required.

When construction of the new structure is delayed, the site must be cleared and sodded within thirty (30) days of the demolition or relocation. In historic preservation zoning districts (HP-1 through 5) the vacant property must be enclosed by a solid board fence at least 5 ½ feet high.



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



- CERTIFICATE OF DEMOLITION**
 CERTIFICATE OF RELOCATION

Application Fee: \$300.00 full/\$150.00 partial (plus advertising costs) BDAC Project No. _____

Receipt No. _____ Meeting Date _____

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

1. NAME OF APPLICANT _____
 Business (if applicable) _____
 Address _____
 City _____ State _____ Zip _____
 Daytime telephone _____ E-mail address _____

***Correspondence related to this application will be based on the above information

2. NAME OF PROPERTY OWNER _____
 Business (if applicable) _____
 Address _____
 City _____ State _____ Zip _____
 Daytime telephone (required) _____ E-mail address _____

3. PROJECT STREET ADDRESS _____

4. LEGAL DESCRIPTION OF PROPERTY
 Lot _____ Block _____ Subdivision _____ Parcel Number _____

5. DATE OF CONSTRUCTION _____ Source: _____

6. HISTORIC STATUS (check all that apply)
- Designated Local Landmark
 - Property individually listed on the National Register of Historic Places
 - Contributing building in National Register Historic District
 - Listed on Florida Master Site File
 - 50 years of age or older

7. PROPOSED PROJECT WORK (check one)
- PARTIAL DEMOLITION - Permanent removal of any significant architectural features including porches, dormers, chimneys, walls, additions, etc.
 - FULL DEMOLITION – The complete razing of a building resulting in its permanent removal.
 - RELOCATION – The moving of all or part of a building from one property and placing it on a different property. Also the shifting or reorientation of all or part of a building on the same property.

8. PROPOSED REPLACEMENT BUILDING/FEATURE: _____

9. FOR PARTIAL DEMOLITION PROJECTS ONLY

A. Indicate architectural features to be permanently removed (check all that apply):

HISTORIC	NOT HISTORIC	NOT SURE	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building addition
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outbuilding/Accessory building
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof structures (dormers, chimneys, etc.) Specify: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Porch/Deck/Balcony Specify: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior walls
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior finishes (stucco, masonry, siding) Specify: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fenestration (arrangement of windows and doors)

B. Required submittals:

- Photographs and/or drawings of elevations and architectural features to be removed.
- Drawings of proposed improvements and replacement features as applicable.

10. FOR FULL DEMOLITION PROJECTS ONLY

A. Required submittals for all full demolition projects:

- Photographs of existing conditions including façades of the building and interior features if applicable.
- Drawings of proposed replacement buildings and or features if applicable.

B. Required submittals for buildings designated as Local Landmarks, individually listed on the National Register of Historic Places, or a contributing building in a National Register Historic District:

- Condition assessment report* - A report from an architect or structural engineer licensed in the State of Florida with demonstrated experience in historic restoration/rehabilitation as to the structural soundness of the building and its adaptability for continued use.
- Proof of unreasonable or undue economic hardship* - the property owner may submit to the board any or all of the following information:
 - o An estimate of the cost of the proposed construction, alteration, demolition, or removal.
 - o The estimated market value of the property in its current condition and after completion of the proposed construction, alteration, demolition, or removal.
 - o An estimate from an architect, developer, licensed contractor, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property.
 - o The annual gross income from the property for the previous two (2) years; itemized operating and maintenance expenses for the previous two (2) years; and depreciation deduction and annual cash flow before and after debt service, if any.
 - o The remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two (2) years.
 - o All appraisals obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing, or ownership of the property.
 - o Any listing of the property for sale or rent, price asked, and offers received, if any, within the previous two (2) years.
 - o The assessed value of the property according to the two (2) most recent assessments;
 - o The real estate taxes for the previous two (2) years.
 - o The form of ownership or operation of the property, whether an individual, sole proprietorship, for profit or not-for-profit corporation, limited partnership, or joint venture.
 - o Any other information deemed appropriate by the applicant as to how the property does not yield or may not yield a reasonable return to the property owner.

11. FOR RELOCATION PROJECTS ONLY

- A. Address or location where building is to be moved: _____
- B. Estimated costs:
 - o Purchase price _____
 - o Moving fee (prepared by a licensed and insured building mover) _____
 - o Building rehabilitation _____
- C. Required submittals:
 - Photographs of existing conditions including façade of the building.
 - If the new location is within the city limits, provide a site plan and drawings of any new improvements. (If the building is to be located in a Historic Preservation zoning district, a Certificate of Appropriateness will also be required.)

12. AGREEMENT – Unless the property owner is a governmental agency; licensed business or company; incorporated organization; or an administered estate, all owners of record must sign the application. If the applicant is different than the property owner, the application must be signed by both parties.

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 the Certificate of Demolition or Certificate of Relocation is approved that a demolition inspection, archeological review, and building permit from the city are required prior to starting project work and that the costs of newspaper notices and surrounding notices to property owners will be assessed by the City and must be paid prior to the issuance of a development permit.

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 _____ DATE _____

SIGNATURE OF APPLICANT _____

PRINT 1st OWNER'S NAME _____ DATE _____

SIGNATURE OF 1st PROPERTY OWNER _____

PRINT 2nd OWNER'S NAME _____ DATE _____

SIGNATURE OF 2nd PROPERTY OWNER _____

PRINT 3rd OWNER'S NAME _____ DATE _____

SIGNATURE OF 3rd PROPERTY OWNER _____

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.



Owner's Authorization For Agent

_____ is/are hereby authorized TO ACT ON BEHALF OF _____, the owner(s) of those lands described within the attached application, or described within the previously filed Application number: _____, and as described in the attached deed or other such proof of ownership as may be required, in applying to the City of St. Augustine's Historic Architectural Review Board, for an application related to a Certificate of Demolition for the structure located at: _____

BY: _____
Signature of Owner

Print Name of Owner

Telephone Number

State of _____

County of _____

Signed and sworn before me on this _____ day of _____, 20__.

By _____

Identification verified:

Oath sworn: _____ Yes _____ No

Notary Signature: _____

My Commission expires: _____

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.

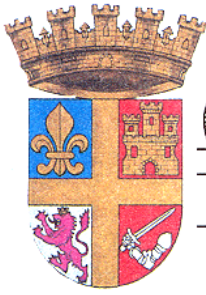
By signing below, I acknowledge responsibility for both the initial application fee and any subsequent costs associated with legal advertising and/or noticing and understand that permits associated with my application may not be issued until such fees are paid.

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.

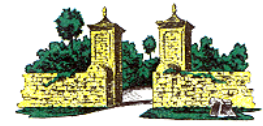
Project Address: _____

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.