

**CITY OF ST. AUGUSTINE**  
**CORRIDOR REVIEW COMMITTEE**



**DESIGN APPROVAL**

**MODIFICATION TO THE STANDARDS**

Application Fee: \$ \_\_\_\_\_

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

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

Meeting \_\_\_\_\_

Date: Advertising Costs \$ \_\_\_\_\_

Paid on \_\_\_\_\_

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

1. NAME OF APPLICANT \_\_\_\_\_

Business (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime telephone \_\_\_\_\_ E-mail address \_\_\_\_\_

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. ENTRY CORRIDOR:  ANASTASIA  KING  SAN MARCO

7. TYPOLOGY:  RESIDENTIAL  INSTITUTIONAL  TRADITIONAL COMMERCIAL  MIXED

8. PROPOSED PROJECT WORK:

A. DEMOLITION: Buildings and architectural features that are 50 years old or older, listed on the Florida Master Site File, or which have been designated as an historical landmark require a Certificate of Demolition application to be filed separately.

Yes  No

B.  New construction on a vacant or redeveloped site

New construction on an existing site

New construction that includes parking structures

All other, describe fully below

C. PROJECT DESCRIPTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complete #9 only if seeking a modification

9. Modification of the Design Standards :

A. Section(s) of the Design Standards applicable to the Modification(s): \_\_\_\_\_

B. DESCRIBE THE MODIFICATION AND WHY IT IS NECESSARY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. DESCRIBE HOW THE MODIFICATION IS CONSISTENT WITH THE INTENT OF THE DESIGN STANDARDS AND THE CHARACTER OF THE CORRIDOR:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Note that the applicant is responsible for presenting evidence sufficient to satisfy the applicable criteria*

10. 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 approved, I am required to obtain other development approvals, archaeological review, and a building permit as necessary 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 the 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 Design Approval and/or a Modification application and related plans shall be submitted as required for review and approval by the Corridor Review Committee for exterior alterations and new construction associated with any property in a designated entry corridor area (Anastasia Boulevard, King Street, San Marco Avenue). All proposed work items shall be reviewed for consistency and compliance with the Design Standards for Anastasia Boulevard, King Street, or San Marco Avenue as applicable. Please consult our website for digital versions of these documents or visit the Planning and Building Department to view a hardcopy during business hours. Relevant information necessary for this application 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 of the Design Standards. 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 the CRC 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**

**PHOTOGRAPHS OF ANY EXISTING CONDITIONS (SITE, BUILDING, FEATURES)**

OK  Need  N/A

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

OK  Need  N/A

- Brochure or sample of proposed roof surface including applicable colors, patterns, material, texture
- Scaled drawing of existing and proposed conditions

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

OK  Need  N/A

- Brochure or sample of proposed finish including applicable colors, patterns, material, texture, dimensions of reveals, mortar width/color as applicable
- Scaled drawing of existing and proposed conditions

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

OK  Need  N/A

- Scaled site plan showing the building and existing or proposed porch/deck/balcony and property lines if applicable
- Scaled elevation(s) showing the building and existing or proposed porch/deck/balcony
- Scaled detail of existing or proposed porch/deck/balcony showing material, construction detail, finish details

**AWNING/CANOPY**

OK  Need  N/A

- Scaled site plan showing the building and existing or proposed awning/canopy location and property lines if applicable
- Scaled elevation(s) showing the building façade and existing or proposed awning/canopy
- 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

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

OK  Need  N/A

- Scaled elevation(s) showing the building façade and existing or proposed door
- For new openings and new construction include a scaled wall section
- Brochure, sample, or scaled drawing of proposed door(s) including material, all dimensions, finish, glazing, hardware

**WINDOWS** (windows, shutters, and other associated features)

OK  Need  N/A

- For new openings and new construction include a scaled wall section with proposed window
- Brochure or sample showing the material, window type, all dimensions and profiles, finish, glazing, and hardware
- 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

**FOUNDATION** (replacement, infill, alteration including elevation)

OK  Need  N/A

- Scaled site plan showing building footprint and extent of existing and proposed foundation wall/piers/slab or infill
- Material sample, scaled detail drawing, and/or brochure showing the proposed material(s), colors, finish, pattern, and construction details

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

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

- | OK                       | Need                     | N/A                      |                                                                                                                |
|--------------------------|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------|
| <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**

- | OK                       | Need                     | N/A                      |                                                                                                                                                                                                                                                  |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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)

- | OK                       | Need                     | N/A                      |                                                                                                                                                                                                                           |
|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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                                                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Irrigation plan                                                                                                                                                                                                           |

**NEW CONSTRUCTION**

- | OK                       | Need                     | N/A                      |                                                                                                                        |
|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------|
| <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           |

❖ Other details necessary for review:

\_\_\_\_\_

\_\_\_\_\_

Project number: _____	Project Address: _____
Reviewed by: _____	Date: _____

# CRC APPLICATION FEE SCHEDULE

Corridor Review Committee fees are set by Resolution 2021-38 as follows:

Description of Work	Fee Amount
Modification of the standards, neon or color lighting, review of non-preapproved colors, etc.	\$100.00 + ads
Preliminary Design Approval for development exceeding size in acres/gross floor area, and new construction that includes structured parking	\$350.00 + ads
Appeal of staff determination	\$200.00 + ads

“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.

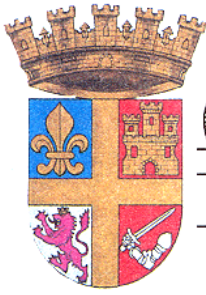
By signing below, I acknowledge responsibility for both the initial application fee and any subsequent costs associated with legal advertising and/or noticing and understand that permits associated with my application may not be issued until such fees are paid.

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 Planning and Building Department Staff.

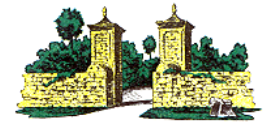
Project Address: \_\_\_\_\_

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.**