

# HARB APPLICATION AGREEMENT

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 applicable permits can be issued for project work to begin. If this application is for a *Certificate of Appropriateness, Demolition, or Partial Demolition*, 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, I, or an authorized representative, must be prepared to present the request at the scheduled hearing date. The cost of subsequent hearings requiring re-noticing due to continuance will be assessed to the applicant.
- I have been made aware that applications must be sufficiently complete at the time of submittal or may be delayed to a future meeting. Relevant information necessary for application review shall include but not be limited to the items referenced in the “Plan Requirements” section of the [Architectural Guidelines for Historic Preservation \(AGHP\)](#) depending on the scope and scale of the project. The minimum application requirements are marked as required submittal documents in this online application. [Contact Planning Staff](#) if the project is unique and needs to be addressed in a different manner. Minor details may be submitted in the portal up to 10 days before the meeting and HARB will determine if additional materials may be presented at the meeting.

All applicants/owners of record must sign the application agreement. If the property applicant/owner is a governmental agency; licensed business or company; incorporated organization; or an administered estate, an authorized agent may sign. If the applicant is different than the property owner, the application must be signed by both parties. An [Authorization Form](#) signed by the property owner(s) and notarized, must be submitted only in the absence of the property owner's signature or where an authorized agent signs in lieu of the property owner.

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

Applicant's Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

(Can add additional signature page if needed)

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.