

Application Outlook

Pre-Application Meeting

TBD - Wednesday Afternoons (Typically)



Application Intake Meeting
Call to schedule

Application Deadline - July 31, 2019

Application Types

*Future Land Use Map Amendment (FLUMA)
Rezoning & Development Plan (Planned Development, PD)
Certificate of Appropriateness
Potentially an Abandonment (Brown Ct)



Technical Review Committee
3rd Thursday

August 15, 2019



Historic Preservation Board
4th Monday

August 26, 2019



-Resubmittal of updated plan set, per TRC comments by August 27th (Projected)

Scheduled once plans are approved by TRC for compliance with applicable regulations

Planning Board
2nd Tuesday

September 10, 2019



City Commission
1st & 3rd Monday

October 21, 2019 - First Reading

*November 4, 2019 - Second Reading**

**FLUMA / DEO*



Planning Department Fees

Exhibit A (Resolution 15-R37, Adopted August 15, 2016)

APPLICATION TYPE	FEES
Non-Residential Site Plans	
Conceptual Site Plan	\$500
4,001 – 10,000 sq. ft.	\$1,890
10,000 – 30,000 sq. ft.	\$3,775
➤ 30,000 sq. ft.	\$6,995 + \$95 each 1000 additional sq. ft.
Residential Site Plans	
Conceptual Site Plan	\$500
21 to 50 Units	\$1,645
51 to 300 Units	\$3,775
➤ 300 units	\$3,775 + \$455 each additional units
Conditional Use	
Conditional Use, no new construction	\$100
Conditional Use, with new construction	\$250
PD/PUD/PUR	
PD/PUD/PUR Zoning Change & Plan Approval	\$3,960 + \$40 per acre
Subdivision	
Preliminary Plat	
3 – 5 Lots	\$945
5 – 50 Lots	\$1,635
Greater than 50 Lots	\$3,535
Minor Replat	\$1,000
Final Plat	\$500
Amendments	
Zoning Text Amendment	\$3,980
Zoning Map Amendment	
Single Family Dwelling	\$100
Multifamily and Non-Residential	\$2,115 + \$40 per acre
Comprehensive Plan Map Amendment	
Single Family Dwelling	\$100
Multifamily and Non-Residential	\$3,960 + \$40 per acre
Comprehensive Plan Text Amendment	\$3,960
Minor Amendment to Site Plan	\$500
Major Amendment to Site Plan	\$1,000
Minor Amendment to Design Review	\$100
Site Plan Extensions	½ Original Fee

Landscaping	
Landscape Permit	\$50
Land Clearing Permit < 2 acres	\$100
Land Clearing Permit > 2 acres	\$25 for each acre above 2 acres
Tree Removal Permit	\$35
Tree Mitigation Per Inch DBH	\$250
Adult Entertainment	
Adult Bookstore/Video Store	\$800
Adult Performance Establishment/Dance	\$2,000
Adult Theatre	\$40 per booth, \$5 per seat, \$5 for each parking space for viewing outside in vehicle
Commercial Physical Contact Parlor	\$800
Escort Service	\$578
Motel	\$800
Miscellaneous	
Abandonment	\$400 + 100% of appraised value
Address Assignment/Change	
Residential	\$25
Non-Residential	\$50
Advertising Fee	Actual Cost – Due prior to final approval
After the Fact Development Application	Double Fee
Appeal of Administrative Officer	\$500
Annexation Agreement	\$1,000
Arcade	
Amusement Arcade (3-49 machines)	\$87 per machine
Arcade Amusement Center (50+ machines)	\$50 per machine
Arcade Background Check (Police Department)	\$100
Compiling Mailing List and Prepare Notice	\$35
Concurrency Appeal	\$500
Concurrency Review/Certificate	\$2,000
Concurrent Staggered Review	\$1,285
Copies	
Black and White (letter or legal)	See Public Records Request form
Color (letter or legal)	See Public Records Request form
Large Format Size Document	See Public Records Request form
Data CD/DVD (Digital format files only)	See Public Records Request form
Design Review Fee	
Site Plan	\$515
Building Permit	\$100
Development of Regional Impact, New ADA or Substantial Development (DRI)	\$10,000
Development Agreement	\$1,000
Dog Friendly Outdoor Dining	
Annual Permit	\$50
Additional Inspections	\$30
Failure to Renew/Late Fee	\$25
Field Inspection/CO or Final Inspection	\$100
Handling and Mailing of Notification	\$2.50 per address

Liquor License Signoff	\$25
Maps/Documents	
Future Land Use Map	\$25
Zoning Map	\$25
Copy of Zoning Code or (LDR's)	\$35
Copy of Comprehensive Plan	\$85
No Show TRC/Planning Board	\$250
Nonconforming Structure Special Exception	\$300
News Rack	\$18.75 per news rack
News Rack Impoundment & Storage Fee	\$10 per day-max 30 days
Parking Space, Fee-in-Lieu	\$6,000 per space
Plan Assembly and Collation	\$50
Plan Review Resubmittal	25% of initial fee after 1 st resubmittal
Planning Director Opinion Letter	\$480
Postage Fee	Current USPS rate – Due prior to final approval
Posting of Property	\$40
Pre-Application Meeting	\$250
Pre-Application Meeting Cancellation	\$250
Research Records & Permits Per Hour	See Public Records Request form
Sidewalk, Fee-in-Lieu	\$16.46 per linear foot
Sidewalk Café Permit	\$50
Sign Permit (per sign, not including building permit fees)	\$65
Street Name Change	\$500 plus cost of sign
Telecommunications Towers	\$5,000
Temporary Use	\$500
Variance	\$1,000
Waiver of Distance – Alcoholic Beverage	\$100
Zoning Verification Letter	\$100

\$10 for Certificate of Appropriateness - COFP to determine whether "Design Review Fee" is applicable in a Historic District

Commission, and are inactive for three (3) months and have failed to provide the necessary changes or information, will be charged a new fee to be processed for review. Items withdrawn or tabled (at any stage of the development review process) can be reactivated within three (3) months at no charge. After three (3) months the application is considered to have expired and a new review fee is required. Fees for amendments to previously approved site plans shall be based on minor amendment fees unless the proposed change is significant in size to require major review fees.

Applications that do not obtain approval by the final required board of commission within 12 months from the date of the initial submittal shall be required to pay a new application fee. This fee is the full application fee identified by the application category.



Pre-Application Meeting

Pre-application meeting are scheduled for Wednesday afternoons each week and must be scheduled a minimum of one week in advance. The meetings are typically held in the 2nd Floor Conference Room of City Hall. The applicant or property owner is required to attend; architects, engineers, or contractors for the proposal are encouraged to attend. The fee for a pre-application meeting is **\$250** with an additional \$250 fee for a “no show”. To discuss or schedule a pre-application meeting please contact the Planning Department at (772) 467-3737. Please forward any applicable site surveys, site plans or details of the proposal with your application.

Briefly describe the nature of your proposed project (Use Proposal, Standard Operations, etc.)

Property address or location

Parcel ID(s)

Property Owner(s)

Applicant/Representative, Company

Street Address

Street Address

City State Zip

City State Zip

Phone Number

Phone Number

Email Address

Email Address

The property owner is aware that a Pre-Application meeting has been requested.

 Property Owner’s Signature

The purpose of the pre-application meeting is to assist the applicant in assembling a complete application. The pre-application meeting provides an applicant or property owner with specific process information, code requirements, and feedback from representatives of the Planning, Building, and Engineering Departments for the proposal. The meeting also provides the applicant an opportunity to address any concerns or challenges that may arise during the process.



THE SUNRISE CITY
FORT PIERCE
BUILDING DEPARTMENT *Florida*



Welcome and thank you for coordinating your project with the City of Fort Pierce. We look forward to working with you to bring your project to a successful fruition.

The City of Fort Pierce Building Department requires a fee of \$50.00 per half hour to attend and advise applicants on matters relevant to the Florida Building Code and certain Ordinances during pre-application meetings. This fee will be collected at the time of your pre-application payment.



Application for Future Land Use Map Amendment

Future Land Use Map Amendment – Large Scale (>10 acres)

Future Land Use Map Amendment – Small Scale (<10 acres)

In accordance with Chapter 163.3187, Florida Statutes, The City of Fort Pierce will consider applications for land use changes on parcels in excess of 10 acres (“Large Scale Amendments”) only twice each calendar year. The City Commission will consider applications for land use changes on parcels less than or equal to 10 acres with a maximum density of 10 units per acres or less at any time during the calendar year. You are encouraged to schedule a pre-application meeting with the planning staff and to submit your application up to three months in advance of the application deadline.

Application submission shall include the following:

● **TRC (*Initial Submission):** One (1) original and (8) paper copies of the application and support documents and provide one (1) electronic copy of the application packet as described below.

● **Planning Board:** One (1) original and (13) paper copies of the application and support documents and provide one (1) electronic copy of the application packet as described below.

● **City Commission:** One (1) original and (11) paper copies of the application and support documents and provide one (1) electronic copy of the application packet as described below.

In addition to a complete application, packets shall include:

- Warranty Deed & Legal Description
- St. Lucie County Property Record Card
- Statement of why there is a need for the proposed future land use map amendment and how the amendment will result in an orderly and logical development pattern; statements how amendment(s) are consistent with Comprehensive Plan; how future land use designation is compatible with future land use designations and existing land uses surrounding the amended lands; identify future land use designations and existing land uses within a ½ mile of the subject property that have the same or greater type of proposed future land use designation; data and analysis to support conclusions.
- Current Survey
- Environmental Study
- Traffic Impact Report
- *** Capacity Analysis-Separate Form
- Drainage Analysis
- Historical Report
- 1 CD of all documents submitted in PDF
- Other _____

1. Property Address/Location: _____
2. Property Tax ID(s): _____
3. Total Acreage: _____
4. Existing Future Land Use Designation: _____
5. Existing Zoning Classification: _____
6. Proposed Zoning Classification: _____
7. Other applications being submitted concurrent with this application, if any: _____

8. Describe the existing uses, improvements and structures on the amendment lands: _____

9. Are there any identified or possible historical structures on the amendment lands? _____
10. The reason for making this request: _____

11. Capacity Analysis:

I. Site Data:

	Existing Use	Future Land Use	Zoning
North			
South			
East			
West			

	Future Land Use	Zoning Classification	Maximum Intensity Residential: Dwelling Units per Acre Other: Square Footage	Total Acreage	Flood Zone
Current					
Proposed					N/A

II. Public Facilities Information:

A. Potable Water:	
Average Use	Residential: 100 gallons per day per person (du x 2.6= persons x 100 gpd = demand) Other: 0.125 gallons per day per square foot
Demand Analysis	Maximum
Current Zoning	Total gallons per day
Proposed Zoning	Total gallons per day
Change in Demand	Total gallons per day

B. Wastewater:	
Average Use	Residential: 100 gallons per day per person (du x 2.6= persons x 100 gpd = demand) Other: 0.1 gallons per day per square foot
Demand Analysis	Maximum
Current Zoning	Total gallons per day
Proposed Zoning	Total gallons per day
Change in Demand	Total gallons per day

C. Parks and Recreation (Residential Classifications Only): (Du x 2.6 = persons + 44,227 = population /LOS)				
Park Type	LOS	Existing Population Park Demand	Proposed Population Park Demand	Change in Demand
Regional	20 acres per 1,000 people			
Urban District	5 acres per 1,000 people			
Community	2.5 acres per 1,000 people			
Neighborhood	1.36 acres per 1,000 people			

D. Public Schools (Residential Classifications Only): Single Family: (du x 0.405 = students/70% K-8/30% High) Multi-family: (du x 0.207 = students/70% K-8/30% High)		
	K-8	High
School Name		
City		
Distance		
Current Zoning Enrollment Demand		
Proposed Zoning Enrollment Demand		
Change in Demand		

E. Solid Waste: 2 yard serves 15 units, 4 yard serves 30 units, 6 yard serves 45 units, 8 yard serves 60 units	
Demand Analysis	Maximum
Current Zoning	
Proposed Zoning	
Change in Demand	

F. Stormwater: Potential increase in volume discharged due to increased impervious coverage, reduced groundwater seepage or loss of surface water storage impacting Adopted LOS of 25-year 3-day storm Pre vs. Post Runoff (Storm sewers to convey 5 year- 1 day storm event; Canals to convey 3 year – 1 day storm event)	
Impact	

G. Transportation Analysis: Most recent ITE Code for use; HCM Roadway Capacity		
	AADT	AM/PM Peak Hour Trips
Demand Analysis	Maximum	Maximum
Current Zoning		
Proposed Zoning		
Change in Demand	Trips	Trips
Impact to Capacity		

12. Name of Owner(s): _____
 Mailing Address: _____
 City _____ State _____ Zip _____
 Phone # _____
 E-mail: _____

13. Name of Applicant: _____
 Mailing Address: _____
 City _____ State _____ Zip _____
 Phone # _____ Fax # _____
 E-mail: _____

14. Name of Representative: _____
 Mailing Address: _____
 City _____ State _____ Zip _____
 Phone # _____ Fax # _____
 E-mail: _____

15. Applicant Acknowledgements (Owner’s signature must be notarized)

I certify that: (Check One)

_____ I (we) do hereby certify that I (we) own in fee simple the above referenced described property for which a change in Zoning Classification is requested.

_____ I (we) are not the owner of the above described property; however, the owners signature below authorizes the applicants the authority to act as agent for the owner(s) of record.

Applicant's Signature

Date

Address

State

Zip

Phone

Fax

E-mail Address

16. Property Owners Acknowledgements: - This application will not be considered complete without the signature of all property owners of record, which shall serve as an acknowledgement of the submission of this application for a change in zoning classification. The property owner's signature(s) below shall also authorize the Applicant (if other than the property owner) and/or Agent to act in his/her behalf for the purposes of seeking this change to the City' Land Development Regulations for the property described herein.

Property Owner's Name (Please Print)

Phone

Address

State

Zip

Property Owner's Signature

Date

STATE OF FLORIDA)
ST LUCIE COUNTY)

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____ who is personally known to me or has produced _____ as identification.

Signature of Notary

(seal)

OFFICE USE:		
DATE RECEIVED: _____	Signed: _____	
File Number: _____	Check No: _____	Receipt No: _____
TRC Review: _____	Planning Board Review: _____	City Commission: _____
Ordinance No: _____	Date Approved: _____	



Application for Zoning Atlas Map Amendment

Application submission shall include the following:

- **TRC (*Initial Submission):** One (1) original and (8) paper copies of the application and support documents and provide one (1) electronic copy of the application packet as described below.
- **Planning Board:** One (1) original and (16) paper copies of the application and support documents and provide one (1) electronic copy of the application packet as described below.
- **City Commission:** One (1) original and (11) paper copies of the application and support documents and provide one (1) electronic copy of the application packet as described below.

In addition to a complete application, packets shall include:

- Warranty Deed & Legal Description
- St. Lucie County Property Record Card
- Statement of why there is a need for the proposed future land use map amendment and how the amendment will result in an orderly and logical development pattern; statements how amendment(s) are consistent with Comprehensive Plan; how future land use designation is compatible with future land use designations and existing land uses surrounding the amended lands; identify future land use designations and existing land uses within a ½ mile of the subject property that have the same or greater type of proposed future land use designation; data and analysis to support conclusions.
- Current Survey
- Environmental Study
- Traffic Impact Report
- *** Capacity Analysis-Separate Form
- Drainage Analysis
- Historical Report
- 1 CD of all documents submitted in PDF
- Other _____

1. Property Address/Location: _____
2. Property Tax ID(s): _____
3. Total Acreage: _____
4. Existing Future Land Use Designation: _____
5. Existing Zoning Classification: _____
6. Proposed Zoning Classification: _____
7. Other applications being submitted concurrent with this application, if any: _____

- 8. Describe the existing uses, improvements and structures on the amendment lands: _____

- 9. Are there any identified or possible historical structures on the amendment lands? _____
- 10. The reason for making this request: _____

11. CAPACITY ANALYSIS

I. Site Data:

	Existing Use	Future Land Use	Zoning
North			
South			
East			
West			

	Future Land Use	Zoning Classification	Maximum Intensity Residential: Dwelling Units per Acre Other: Square Footage	Total Acreage	Flood Zone
Current					
Proposed					N/A

II. Public Facilities Information:

A. Potable Water:	
Average Use	Residential: 100 gallons per day per person (du x 2.6 = persons x 100 gpd = demand) Other: 0.125 gallons per day per square foot
Demand Analysis	Maximum
Current Zoning	Total gallons per day
Proposed Zoning	Total gallons per day
Change in Demand	Total gallons per day

B. Wastewater:	
Average Use	Residential: 100 gallons per day per person (du x 2.6= persons x 100 gpd = demand) Other: 0.1 gallons per day per square foot
Demand Analysis	Maximum
Current Zoning	Total gallons per day
Proposed Zoning	Total gallons per day
Change in Demand	Total gallons per day

C. Parks and Recreation (Residential Classifications Only): (Du x 2.6 = persons + 44,227 = population /LOS)				
Park Type	LOS	Existing Population Park Demand	Proposed Population Park Demand	Change in Demand
Regional	20 acres per 1,000 people			
Urban District	5 acres per 1,000 people			
Community	2.5 acres per 1,000 people			
Neighborhood	1.36 acres per 1,000 people			

D. Public Schools (Residential Classifications Only): Single Family: (du x 0.405 = students/70% K-8/30% High) Multi-family: (du x 0.207 = students/70% K-8/30% High)		
	K-8	High
School Name		
City		
Distance		
Current Zoning Enrollment Demand		
Proposed Zoning Enrollment Demand		
Change in Demand		

E. Solid Waste: 2 yard serves 15 units, 4 yard serves 30 units, 6 yard serves 45 units, 8 yard serves 60 units	
Demand Analysis	Maximum
Current Zoning	
Proposed Zoning	
Change in Demand	

F. Stormwater:
Potential increase in volume discharged due to increased impervious coverage, reduced groundwater seepage or loss of surface water storage impacting Adopted LOS of 25-year 3-day storm Pre vs. Post Runoff (Storm sewers to convey 5 year- 1 day storm event; Canals to convey 3 year – 1 day storm event)

Impact	
---------------	--

III. Transportation Analysis

G. Traffic		
Most recent ITE Code for use; HCM Roadway Capacity		
	AADT	AM/PM Peak Hour Trips
Demand Analysis	Maximum	Maximum
Current Zoning		
Proposed Zoning		
Change in Demand	Trips	Trips
Impact to Capacity		

12. Name of Owner(s): _____
 Mailing Address: _____
 City _____ State _____ Zip _____
 Phone # _____
 E-mail: _____

13. Name of Applicant: _____
 Mailing Address: _____
 City _____ State _____ Zip _____
 Phone # _____ Fax # _____
 E-mail: _____

14. Name of Representative: _____
 Mailing Address: _____
 City _____ State _____ Zip _____
 Phone # _____ Fax # _____
 E-mail: _____

15. Applicant Acknowledgements (Owner’s signature must be notarized)

I certify that: (Check One)

_____ I (we) do hereby certify that I (we) own in fee simple the above referenced described property for which a change in Zoning Classification is requested.

_____ I (we) are not the owner of the above described property; however, the owners signature below authorizes the applicants the authority to act as agent for the owner(s) of record.

Applicant’s Signature

Date

Address _____ State _____ Zip _____

Phone _____ Fax _____ E-mail Address _____

16. Property Owners Acknowledgements: - This application will not be considered complete without the signature of all property owners of record, which shall serve as an acknowledgement of the submission of this application for a change in zoning classification. The property owner's signature below shall also authorize the Applicant (if other than the property owner) and/or Agent to act in his/her behalf for the purposes of seeking this change to the City' Land Development Regulations for the property described herein.

Property Owner's Name (Please Print) _____ Phone _____

Address _____ State _____ Zip _____

Property Owner's Signature _____ Date _____

STATE OF FLORIDA)
ST LUCIE COUNTY)

The foregoing instrument was acknowledged before me this ___ day of _____, 20____, by _____ who is personally known to me or has produced _____ as ident

Signature of Notary _____ (seal)

OFFICE USE:		
DATE RECEIVED: _____	Signed: _____	
File Number: _____	Check No: _____	Receipt No: _____
TRC Review: _____	Planning Board Review: _____	City Commission: _____
Ordinance No: _____	Date Approved: _____	



DEVELOPMENT REVIEW

Property address or Location _____

Parcel ID #(s) _____

Project description _____

Property Owner(s)

Applicant/Representative, Title, Company

Street Address _____

Street Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Phone Number _____

Phone Number _____

Email Address _____

Email Address _____

Property Owner(s) Acknowledgements: - This application will not be considered complete without the signature of all property owners of record, which shall serve as an acknowledgement of the submission of this application. The property owner's signature below shall also authorize the Applicant (if other than the property owner) and/or Representative to act in his/her behalf for the purposes of seeking approval for the application described herein. The undersigned consents to inspection and photographing of the subject property by the Planning staff for purposes of consideration of this Application and/or presentation to the Planning Board and City Commission.

Property Owner(s) Signature(s)

STATE OF FLORIDA -- COUNTY

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.

Signature of Notary

(seal)

INTAKE MEETINGS ARE REQUIRED FOR ALL SUBMITTALS. CALL (772) 467-3729

TO BE COMPLETED BY STAFF

Zoning	Future Land Use	Total Acres	Historic District	Historic Designation
				Contributing Individual Non-Contributing None

Pre-Application Meeting Date _____

Fees _____ Control # _____ B. Permit # _____

Intake Planner _____

Planner Assigned _____

Approved By _____ Date _____

Comments _____

Intake Date Stamp



DEVELOPMENT REVIEW

General Information

- Incomplete application packets cannot be accepted.
- Site Plan approval is valid for one (1) year following City Commission approval. In order to maintain site plan approval, vertical improvements, permitted by the Building Department must commence prior to the 12-month expiration date, and building permits must be maintained until site plan is completed, per plans, or approval shall lapse.

Choose Application Type:

Application Type			
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Conditional Use with New Const.	<input type="checkbox"/> Major Amendment	
<input type="checkbox"/> Conceptual Development Plan		<input type="checkbox"/> Minor Amendment	

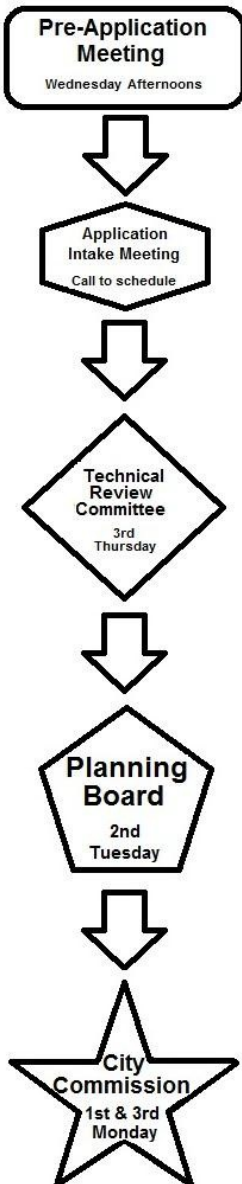
Site Information:

Non-Residential: Proposed Sq. Ft.: _____ Residential: Proposed Units: _____

Surrounding Uses: (i.e. single family home, retail, industrial, etc.)

North	South	East	West

Application Outlook



Site Plan submittal requirements:

Submit one (1) original & thirteen (13) hard copies and one (1) CD of the following. Additional copies will be required of subsequent submittals.

- Complete notarized application
- Warranty Deed
- SLC Property Record Card
- Statements of ownership & control of proposed development. Statement describing in detail: character & intended use.
- General location map (see Section 22-58.d.2)
- Survey (see Section 22-58.d.3)
- Site Plan (see Section 22-58.d.4)
- Landscaping Plan (see Section 22-187)
- Storm Drainage Plan (see Section 22-58.d.6)
- Environmental Impact Report
- Beach/Dune System protection plan, if applicable (see Section 22-58.d.7)
- Lighting Plan (see Section 22-58.d.8)
- Design Review submittals (see Design Review application)
- Traffic Impact Report
- Concurrency Review submittals (see Concurrency Review application)



Bldg. Permit # _____

COA# _____

Certificate of Appropriateness Application

Building & Site Information

Address of the Site: _____

Parcel ID #: _____

Type of Designation: Contributing Non-contributing Site within the _____ Historic District

Individually Designated Site, City Commission Resolution No. _____

Property Owner/ Applicant Information

Property Owner(s)

Name(s): _____

Mailing Address: _____

Phone Number(s): _____ Email: _____

Applicant

Name(s): _____

Mailing Address: _____

Phone Number(s): _____ Email: _____

Representative

Name(s): _____

Mailing Address: _____

Phone Number(s): _____ Email: _____

Property Owner(s) Acknowledgements:- This application will not be considered complete without the signature of all property owners of record, which shall serve as an acknowledgement of the submission of this application. The property owner's signature below shall also authorize the Applicant (if other than the property owner) and/or Representative to act in his/her behalf for the purposes of seeking approval for the application described herein. The undersigned consents to inspection and photographing of the subject property by the Historic Preservation staff for purposes of consideration of this Application and/or presentation to the Historic Preservation Board.

I / We, _____ as Owner(s) of the subject property do hereby authorize the filing of this application on my/our behalf.

Signature of Owner

Date

Description of Requested Work

Please indicate the type of work requested:

- Fence Shed Door(s) Roof
- Window(s) Signage Shutter(s) Porch

- Rehabilitation New Construction Demolition Relocation

Site Improvements (describe) _____

Other (describe) _____

Please provide a detailed description of the proposed work to be performed: _____

Have other alterations been made to the site within the last 12 months? No Yes, _____

Will the proposed work require a Zoning Variance? No Yes, Code Section(s): _____

Application Requirements

- \$10.00 Application fee
- Site Plan with dimensions.
- Architectural Drawings:
 - Drawings should show all current and proposed floor plans and elevations, fences, walls, and any other landscape features.
 - Drawings should indicate materials to be used.
- Photos - One (1) color photograph of the main façade of the site and photographs of any areas affected by the proposed project.
- Material(s) specifications and/or sample(s)
- Color samples.
- Demolition – Plans for what will be taking the demolished structure’s place should be submitted.

- Chapter 23 -

Preservation of Historic and Archaeological Sites, Structures, & Districts

Article V. - Certificate of Appropriateness

Section 23-41. Required.

No building, structure, improvement, landscape feature, or site within the city, which has been designated a historic site or historic district, shall be erected, altered, restored, rehabilitated, excavated, moved or demolished until an application for a certificate of appropriateness regarding any features, landscape features, or site improvements has been submitted and approved pursuant to the procedures in this chapter. Features shall include, but not be limited to, the architectural style, scale, massing, siting, general design and general arrangement of the exterior of the building or structure, including the type, style and color of roofs, windows, doors and appurtenances. Architectural features shall include when applicable, interior spaces where interior designation has been given pursuant to this chapter. Landscape features and site improvements shall include, but shall not be limited to, site re-grading, subsurface alterations, fill, paving, landscaping, walls, fences, courtyards, signs and exterior lighting. No certificate of appropriateness shall be approved unless architectural plans for such construction, alterations, excavation, restoration, rehabilitation, relocation or demolition are approved by the historic preservation board.

Section 23-44. Pre-application conference.

Before submitting an application for a certificate of appropriateness, an applicant may confer, at such applicant's election, with the historic preservation officer to obtain information and guidance before entering into binding commitments or incurring substantial expense in the preparation of plans, surveys and historic data. The purpose of such conference is to further discuss and clarify preservation objectives and design guidelines. In no case, however, shall any statement or representation made prior to completion of official application review be binding on the city.

Section 23-45. Guidelines for review and issuance.

The U.S. Secretary of the Interiors Standards for the Treatment of Historic Properties are hereby adopted as the standards by which applications for any certificate of appropriateness are to be measured and evaluated. In adopting these guidelines, it is the intent of this chapter to promote the proper maintenance, restoration, preservation, rehabilitation, or reconstruction appropriate to the property, and compatible contemporary designs which are harmonious with the exterior architectural and landscape features of neighboring buildings, sites and streetscapes. From time to time, the board may adopt additional standards to preserve and protect special features unique to the city. Based on the Secretary of the Interior's standards for the treatment of historic properties, the designation report, a complete application, any additional plans, drawings, photographs, and samples of materials to fully describe the proposed project, the historic preservation board may approve or deny the application for a certificate of appropriateness.

Section 23-49. Demolition.

Review of any certificate of appropriateness for demolition shall be in accordance with criteria set forth in this section. Denial of an application for demolition shall be evidenced by written order detailing the public interest which is sought to be preserved.

- (1) The board may grant a certificate of appropriateness to demolish with a deferred effective date of up to eighteen (18) months from the date of the board's decision at a public hearing. The effective date shall be determined by the board based upon the relative significance of the structure and the probable time required to arrange a possible alternative to demolition. During the demolition deferral period, the board may take such steps as it deems necessary to preserve the structure in accordance with the purposes of this chapter. Such steps may include, but shall not be limited to, consultation with civic groups, public agencies and interested persons, recommendations for acquisition of property by public or private bodies or agencies, and

exploration of the possibility of moving one or more structures or other features. After the specified expiration date of the deferred certificate of appropriateness a demolition permit shall be issued if requested by the applicant.

- (2) In connection with any certificate of appropriateness for demolition of buildings or improvements the board may encourage the salvage and preservation of building materials or architectural details and ornaments, fixtures and the like for reuse in restoration of other historic properties. The board may also require, at the owner's expense and prior to demolition, the recording of the building for archival purposes by photographs.
- (3) In addition to all other provisions of this chapter, the board shall consider the following criteria in evaluating applications for a certificate of appropriateness for demolition of designated sites or buildings within a designated historic district.
 - a. Is the structure of such interest or quality that it would reasonably meet national, state or local criteria for designation as a significant historic or architectural site or structure?
 - b. Is the structure of such design, craftsmanship or material that it could be reproduced only with great difficulty or expense?
 - c. Is the structure one of the last remaining examples of its kind in the city, county or region?
 - d. Does the structure contribute significantly to the historic character of a designated district?
 - e. Would retention of the structure promote the general welfare of the city by providing an opportunity for study of local history, architecture and design or by developing an understanding of the importance and value of a particular culture and heritage?
 - f. Are there definite plans for re-use of the property if the proposed demolition is carried out, and what will be the effect of those plans on the character of the surrounding area?

Section 23-50. Moving existing structures.

A designated structure or one which is located in a historic district, may not be relocated except upon approval of a certificate of appropriateness. In considering such certificate the board shall determine whether any reasonable alternative is available for preserving the improvement or structure on its original site and whether the proposed relocation-site is compatible with the historic and architectural integrity of the improvement or structure.

Variances

Section 23-61. Variances.

The historic preservation board shall have the power to waive, with or without conditions, the set-back, off-street parking, height, signage, density and floor-area-ratio requirements of the underlying zoning district of those properties designated by the city commission as historic sites, either individual sites or buildings within districts, where it is deemed appropriate for the continued preservation of the historic site or historic district. The board shall only grant such variances when an application for a certificate of appropriateness has been issued to promote preservation, rehabilitation or restoration. In carrying out this responsibility, the historic preservation board must follow the same procedures specified for the board of adjustment in article VIII of chapter 22 of this Code of ordinances.

standards for rehabilitation

- 1)** A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- 2)** The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
- 3)** Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
- 4)** Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- 5)** Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- 6)** Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
- 7)** Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- 8)** Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- 9)** New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
- 10)** New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



Abandonment

Property address or Location _____

Parcel ID #(s) _____

Project description _____

Property Owner(s) _____

Street Address _____

City _____ State _____ Zip _____

Phone Number _____

Email Address _____

Applicant/Representative, Title, Company _____

Street Address _____

City _____ State _____ Zip _____

Phone Number _____

Email Address _____

Property Owner(s) Acknowledgements: - This application will not be considered complete without the signature of all property owners of record, which shall serve as an acknowledgement of the submission of this application. The property owner's signature below shall also authorize the Applicant (if other than the property owner) and/or Representative to act in his/her behalf for the purposes of seeking approval for the application described herein.

Property Owner(s) Signature(s) _____

STATE OF FLORIDA -- COUNTY

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.

Signature of Notary _____

(seal)

INTAKE MEETINGS ARE REQUIRED FOR ALL SUBMITTALS. CALL (772) 467-3729

TO BE COMPLETED BY STAFF

Zoning	Future Land Use	Total Acres	Historic District	Historic Designation
				Contributing Individual Non-Contributing None

Pre-Application Meeting Date _____

Intake Planner _____

Planner Assigned _____

Approved By _____ Date _____

Comments _____

Fees _____ Control # _____ B. Permit # _____

Intake Date Stamp

ABANDONMENT

Submit eight (8) hard copies and one (1) CD of the following for initial submittal, subsequent submittals will be required:

- Current survey, including property size
- Current Appraisal, Sketch, Size (in sq. ft.) & Legal Description of property for proposed abandonment
- Encumbrance Title Search
- Complete, notarized application

Application Type: Right-of-Way Abandonment

Reason for Abandonment Request: _____

List any utilities visible or known to exist in the right of way: _____

Is the right of way in use or unopened? In Use Unopened

Application Outlook

