



## IMPORTANT NOTES



### PRE-APPLICATION MEETING

To guide you through the process and to ensure that your application is properly processed, you'll need to meet with the Preservation Planner prior to submitting your application. This should be done prior to your anticipated submittal date to allow time for review.

Staff approval applications are accepted on a rolling basis and are generally completed within 5 business days. Please note that projects can only begin after receiving a Certificate of Appropriateness (COA) and a building permit (if required).



### CONCEPTUAL APPROVALS

Conceptual approvals are provided by the HPB as a courtesy to the applicant in an effort to allow comment from the Historic Preservation Board during the conceptual design process. The HPB will provide the applicant with feedback and guidance relating to the proposal. In all cases, the applicant must return to the HPB to seek final approval of their projects. There is no additional fee for this review above the Certificate of Appropriateness fee.



### APPLICATION REQUIREMENTS

- A complete/ signed application. (If all requirements are not submitted it could delay your approval);
- Proof of Ownership (copy of deed or tax statement);
- A current survey of the property, for new construction and any change to existing footprint. (no older than two years);
- 1 digital set of elevations & plans (to scale);
- Photographs;
- Any additional backup materials, as necessary;
- If applying as an agent, [Owner's Authorization for Agent Representation](#) form must be signed/ notarized and submitted as part of the application;
- For window replacement, a [Window Survey](#) must be completed.

## PROJECT DESCRIPTION

### DESCRIBE THE PROPOSED PROJECT AND MATERIALS.

Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s).

List proposed materials:

Project Scope	Manufacturer	Product Description	Color (Name/Number)
Exterior Fabric			
Doors			
Windows			
Roofing			
Fascia/Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing			
Driveways/Sidewalks			
Signage			
Other			

**PLEASE SUBMIT ALL PRODUCT BROCHURES, PAINT COLOR SAMPLES, AND MATERIAL SAMPLES WITH YOUR APPLICATION.**



### DID YOU REMEMBER...

- Review the Historic District Application Checklist to ensure you are including all required materials. If all requirements are not submitted, it may delay your approval;
- Review the applicable [Guidelines](#);
- Review the [Secretary of the Interior's Standards](#);
- A pre-application meeting is required before a final application for Board Review can be processed. Please call 352 393-8686 to schedule an appointment.



Please see the City of Gainesville Code of Ordinances for detailed information:

- Historic preservation/conservation overlay* – see Sec. 30-4.28.
- Historic Preservation Board*– see Sec. 30-3.5.
- Variances* – see Sec. 30-3.55.

The Code of Ordinances is available for review at

[www.municode.com](http://www.municode.com)



### APPEALS

**Board Decisions** - Persons with standing, as defined in Section 30-3.58(B) of the Land Development Code, may appeal a decision of the HPB, as outlined in Article III, Division 12 – *Appeals* of the land Development Code.

**Administrative Decisions** - Persons with standing, as defined in Section 30-3.57(B) of the Land Development Code, may appeal a decision of the HPB, as outlined in Article III, Division 12 – *Appeals* of the land Development Code.

### DEMOLITIONS (If Applicable)

Please identify any unique qualities of historic and/or architectural significance, the prevalence of these features within the region, county, or neighborhood, and feasibility of reproducing such a building, structure, or object.

Discuss measures taken to save the building/structure/object from collapse. Also, address whether it is capable of earning a reasonable economic return on its value.

### RELOCATIONS (If Applicable)

For relocations, address the context of the proposed future site and proposed measures to protect the physical integrity of the building.)

Additional criteria for relocations and demolitions: Please describe the future planned use of the subject property once vacated and its effect on the historic context.

**MODIFICATION OF EXISTING ZONING REQUIREMENTS (If Applicable)**

Any change shall be based on competent demonstration by the petitioner of Section 30-4.28(D) of the Land Development Code.

Modification of dimensional requirements. To facilitate new construction, redevelopment, rehabilitation, or relocation of buildings or structures in historic districts or individually listed on the local register, the city manager or designee or the appropriate board within the development review process may determine dimensional requirements such as front, side, and rear setbacks, building height, separation between buildings, floor area ratios, and maximum lot coverage for buildings and structures based on historic development patterns. Any change shall be based on competent demonstration by the petitioner of the following:

- a. *The proposed development will not affect the public safety, health, or welfare of abutting property owners or the district;*
- b. *The proposed change is consistent with historic development, design patterns or themes in the historic district. Such patterns may include reduced front, rear, and side yard setbacks, maximum lot coverage and large floor area ratios;*
- c. *The proposal reflects a particular theme or design pattern that will advance the development pattern of the historic district; and*
- d. *The proposed complies with utility, stormwater, access requirements, and other requirements related to site design in the Land Development Code.*

Where the proposed modification would encroach into a side or rear yard setback that adjoins an existing lot, notice shall be provided to the adjacent property owner. Staff or the appropriate reviewing board will document the basis for its decision. If staff makes the decision, it will provide a written determination on the complete modification request within 21 calendar days of receiving the request. If the adjacent property owner objects to the encroachment in writing within 16 calendar days of the date from which the notice was mailed, the request shall be referred to the development review board, which shall review the request using the same standards in this section used by staff. If the decision is to be made by a board, the board shall hear the objection of the adjacent property owner as part of its public hearing. The remainder of the requirements, regulations and procedures set forth in this chapter shall remain applicable.

Modification of building code requirements. Structures and buildings listed individually on the local register or deemed contributing to the character of a district listed on the local register shall be deemed historic and entitled to modified enforcement of the standard codes where appropriate.

Please describe the requested zoning modification, addressing a through d above:

The requested modification will change the following zoning or building requirement in this manner:

<i>(select only those that apply)</i>	<i>Required</i>	<i>Existing</i>	<i>Proposed</i>
<u>Front, Side, Or Rear Building Setback Line</u>			
<u>Building Height</u>			
<u>Building Separation</u>			
<u>Floor Area Ration</u>			
<u>Maximum Lot Coverage</u>			

# CERTIFICATION

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:

1. *I/We hereby attest to the fact that the above supplied property address(es), parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.*
2. *I/We authorize staff from the Department of Sustainable Development to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.*
3. *I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.*
4. *I/We understand that, for Board review cases, an agenda and staff report will be available on the City’s website approximately one week before the Historic Preservation Board meeting.*
5. *I/We understand that the Historic Preservation Board meetings are conducted in a quasi-judicial hearing and as such, ex-parte communications are prohibited (Communication about your project with a Historic Preservation Board member).*
6. *I/We understand that the approval of this application by the Historic Preservation Board or staff in no way constitutes approval of a Building Permit for construction from the City of Gainesville Building Department.*
7. *I/We understand that all changes to the approved scope of work stated in a COA have to be approved by the HPB before work commences on those changes. There will be no charge for a revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and/or additional fees/penalties.*
8. *I/We understand that any decision of the HPB may be appealed to the City Commission. Petitions to appeal shall be presented within thirty (30) days after the decision of the HPB; otherwise the decision of the HPB will be final.*
9. *I/We understand that Certificates of Appropriateness are only valid for **one (1) year** from issuance.*

\_\_\_\_\_  
**Applicant (Signature)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant (Print)**



**Please submit this application and all required supporting materials via email to [cogplanning@cityofgainesville.org](mailto:cogplanning@cityofgainesville.org).**

Once the application is received and deemed complete we will contact you regarding payment. For questions regarding application submission, please call **352 393-5022**

<b>TO BE COMPLETED BY CITY STAFF</b>		Date Received _____	Received By: _____
<b>HP 20-</b>		<input type="checkbox"/> Staff Approval – No Fee <input type="checkbox"/> Single Family Structure or its Accessory Structure <input type="checkbox"/> Multi-Family requiring Board approval <input type="checkbox"/> Ad Valorem Tax Exemption <input type="checkbox"/> After-The-Fact Certificate of Appropriateness <input type="checkbox"/> Account No. 001-660-6680-3405 <input type="checkbox"/> Account No. 001-660-6680-1124 (Enterprise Zone) <input type="checkbox"/> Account No. 001-660-6680-1125 (Enterprise—Credit)	
Zoning:			
Contributing?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Pre-Conference?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Application Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Enterprise Zone?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Request for Modification of Setbacks?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

### HISTORIC PRESERVATION BOARD (HPB)

### Owner's Authorization for Agent Representation

**USE THIS FORM TO:** Grant an agent authorization to represent you in applying for applications to the City of Gainesville Department of Sustainable Development.

I /WE \_\_\_\_\_  
(print name of property owner(s))

hereby authorize: \_\_\_\_\_  
(print name of agent)

to represent me/us in processing an application for: \_\_\_\_\_  
(print type of application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

\_\_\_\_\_  
(Signature of owner)

\_\_\_\_\_  
(Signature of owner)

\_\_\_\_\_  
(Print name of owner)

\_\_\_\_\_  
(Print name of owner)

STATE OF FLORIDA }  
                                  ss }  
COUNTY OF ALACHUA }

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
My Commission Expires

Personally Known  
OR

Produced Identification      ID Produced: \_\_\_\_\_

# CERTIFICATE OF APPROPRIATENESS PROCESS FLOWCHART

Pre-Application Conference with Staff and Petitioner  
(352) 393-8686 or [HPB@cityofgainesville.org](mailto:HPB@cityofgainesville.org)

Petitioner submits application materials and corresponding fee  
(Refer to submission deadlines)

Staff reviews application

*Incomplete or insufficient application*

Board Approval Required

Staff Approval Required

Property is posted no less than ten days before the board meeting

Written decision issued within 10 days

Historic Preservation Board Meeting  
1<sup>st</sup> Tuesday of month  
5:30 PM City Hall Auditorium  
306 NE 6<sup>th</sup> Avenue

Grant COA  
(With or without conditions)

Deny COA

Continue COA  
Additional information required

Written decision issued

Can be appealed to City Commission  
(must be submitted 30 days following written decision)

Affirm

Amend

Reverse

Court Appeal

Commission issues written decision

# TAX SAVINGS FOR OWNERS OF HISTORIC PROPERTIES

The improvements to your historic property may qualify for a property tax exemption. The City of Gainesville permits an Ad Valorem property tax exemption for renovations, rehabilitations, and restorations to contributing properties within Historic Districts.

The amount of the exemption shall be determined by the Alachua County Property Appraiser based upon its usual process for post-construction inspection and appraisal of property following rehabilitation or renovation. The duration of the exemption shall continue regardless of any change in the authority of the City to grant such exemptions or any change in ownership of the property. In order to retain an exemption, however, the historic character of the property, and improvements which qualified the property for an exemption, must be maintained over the period for which the exemption was granted.

This is an excerpt from the Code of Ordinances ARTICLE IV. TAX EXEMPTION FOR HISTORIC PROPERTIES Sec. 25-61—66

An Overview of the Application Process:

An applicant (owner of record or authorized agent) seeking an ad valorem tax exemption for historic properties must file with the city manager or designee the two-part Historic Preservation Property Tax Exemption Application with "Part 1: Preconstruction Application" (Part 1) completed. In addition, the applicant shall submit the following:

- A completed application for a Certificate of Appropriateness for the qualifying restoration, renovation, or rehabilitation.
- An application fee of not more than five hundred dollars (\$500.00) to be determined by the city manager or designee based on the estimated cost of the work to be performed and the administrative costs to be incurred by the city in processing the application and monitoring compliance.

The City of Gainesville Historic Preservation Board (HPB) shall review Part 1 applications for exemptions. The HPB shall determine whether the property is an eligible property and whether the Part 1 proposed improvement is consistent with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and is therefore an eligible improvement.

Upon completion of work specified in the "Part 1" application, the applicant shall submit a "Part 2: Final Application for Review of Completed Work" (Part 2). The HPB shall conduct an inspection of the subject property to determine whether or not the completed improvements are in compliance with the work described and conditions imposed in the approved Part 1 application. Appropriate documentation may include paid contractor's bills and canceled checks, as well as an inspection request by the applicant within two (2) years following approval of the Part 1 application.

On completion of review of the Part 2 application, the HPB shall recommend that the city commission grant or deny the exemption. The recommendation and reasons therefore, shall be provided in writing to the applicant and to the city commission.

A majority vote of the city commission shall be required to approve a Part 2 application and authorize the ad valorem tax exemption. If the exemption is granted, the city commission shall adopt an ordinance.

The property owner shall have the historic preservation exemption covenant recorded in the official records of Alachua County, and shall provide a certified copy of the recorded historic preservation exemption covenant to the city manager or designee.

The effective date of the ad valorem tax exemption shall be January 1 of the year following the year in which the application is approved by the city commission and a historic preservation exemption covenant has been transmitted to the Alachua County Appraiser. Please submit Part 2 applications by the October Historic Preservation Board deadline in order to ensure enough time for it to go before the City Commission and be processed by the Tax Appraiser's office.

To qualify for an exemption, the property owner must enter into a covenant with the City of Gainesville for the term for which the exemption is granted. The covenant shall be binding on the current property owner, transferees, and their heirs, successors, or assigns.

Violation of the covenant or agreement will result in the property owner being subject to the payment of the differences between the total amount of taxes which would have been due in March in each of the previous years in which the covenant or agreement was in effect had the property not received the exemption and the total amount of taxes actually paid in those years, plus interest on the difference calculated as provided in F.S. § 212.12(3), as amended.

Please review City of Gainesville's Code of Ordinances Section 25-61 for qualification and process information. This information is available online at [www.municode.com](http://www.municode.com) for the City of Gainesville, FL Chapter 25 Section 25-61–25-65.

For an application form, please contact the Department of Sustainable Development at (352) 334-5022 or (352) 334-5023.



# City of Gainesville

DEPARTMENT OF SUSTAINABLE DEVELOPMENT

Thomas Center - Building B  
306 NE 6th Ave Gainesville, FL 32601  
(352) 393-5022

[www.cityofgainesville.org](http://www.cityofgainesville.org)  
[HPB@cityofgainesville.org](mailto:HPB@cityofgainesville.org)