

CITY OF TARPON SPRINGS, FLORIDA
Heritage Preservation Board
Application for Certificate of Approval

Return to:
 Planning & Zoning Division
 324 E. Pine Street
 Tarpon Springs, FL 34689
 (727) 942-5611

(Please type or print clearly)

Property Owner(s)

Name		Email	
Address			
City		State	Zip
Phone	Fax		Cellular

Applicant

Name		Email	
Address			
City		State	Zip
Phone	Fax		Cellular

Agent (if applicable)

Name		Email	
Address			
City		State	Zip
Phone	Fax		Cellular

General Information

Property Location or Address		
Legal Description (attach additional sheets as necessary)		
Tax Parcel Number(s)	Current Designations of Property	
	<table border="1"> <tr> <td>Land Use Category</td> <td>Zoning District</td> </tr> </table>	Land Use Category
Land Use Category	Zoning District	
Current Use of Property	Contributing Structure? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Type of Proposed Activity: [please check all that apply]

- | | | | |
|-------------------------------------|---|--|--------------------------------------|
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Relocation * | <input type="checkbox"/> Structural Addition | <input type="checkbox"/> Driveway |
| <input type="checkbox"/> Renovation | <input type="checkbox"/> New Construction | <input type="checkbox"/> New Roof | <input type="checkbox"/> Other _____ |

*** If Relocation, please indicate new location:**

New Property Location or Address		
Legal Description (attach additional sheets as necessary)		
Tax Parcel Number(s)	Current Designations of Property	
	<table border="1"> <tr> <td>Land Use Category</td> <td>Zoning District</td> </tr> </table>	Land Use Category
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General Building Information

Year Built	Architectural Style	Porches? <input type="checkbox"/> YES <input type="checkbox"/> NO
Original Use	Present Use	Proposed Use
Roof Type & Material	Exterior Siding Material	

Previous Additions or Modifications: [please describe and include dates]

Description of Proposed Work:

For relocation or demolition, describe the property's physical condition, steps taken to save the property and whether renovation would be economically feasible:

Requirements for Submission:

Please submit those items which have been checked by City staff:

- \$50.00 application fee
- \$50.00 application fee for signs only
- Property survey, signed and sealed by a professional land surveyor
- Architectural floor plans and elevations (10 copies)
- Site Plan for new construction (10 copies)
- Landscaping plan (10 copies)
- Details of exterior modifications
- Mailing labels for public notices (see attached instructions and request form) and applicable postage charges

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AFFIDAVIT

I (we), the undersigned, certify ownership of the property within this application, that said ownership has been fully divulged, whether such ownership by contingent or absolute, and that the name of all parties to an existing contract for sale or any options are filed with this application.

I (we) certify that _____ is (are) duly designated as the agent(s) for the owner, that the agent(s) is (are) authorized to provide subject matter on the application contained herein, whether verbal or written, and appear at any public hearing(s) involving this petition.

I (we) assent to the City's Comprehensive Plan as it applies to the property. Further, it is understood that this application must be complete and accurate and the appropriate fee paid prior to processing.

Date: _____	Title Holder: _____
Date: _____	Title Holder: _____
Date: _____	Title Holder: _____
Date: _____	Title Holder: _____

STATE OF FLORIDA)
COUNTY OF PINELLAS)

The foregoing instrument was acknowledged before me this _____ day of _____, A.D., 20 ____ by _____, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

NOTARY PUBLIC

Name: _____

Signature: _____

Stamp:

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In reviewing an application for a Certificate of Approval, the Board shall consider the following Standards for Review:

- (1) The height and width of any proposed alteration or new construction shall be consistent with that of adjacent contributing structures and with those structures of similar character and architectural style found throughout the immediate neighborhood or the district.*
- (2) The width and height of windows, doors, and entries shall be consistent with the character of the building's original architectural style. Repair or replacement of missing architectural features such as windows, mullions, doors, entries, hand rails, etc., should be based on accurate duplications, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.*
- (3) The relationship of a structure within an historic or cultural preservation district to the open space between it and the street and to other buildings or scenic views, vistas or streetscapes characterizing the area, shall be protected through a site plan review process addressing setbacks, roof lines, garage placement, parking and access analysis and the use of landscaping.*
- (4) The shape and texture of the roof shall replicate the shape, texture and type of roof distinguishing the building's original architecture and on structures of similar style and age within the Historic and Cultural Preservation District.*
- (5) The size and mass (or shape) of the building after alteration shall be reflective of the building's original architectural style. The size and mass (or shape) of a proposed structure (new construction) should reflect the character of contributing buildings within the District as well as those immediately surrounding the subject property and shall include review of architectural elements such as roof lines, fenestration, and other components of facade design.*
- (6) Landscaping shall be utilized as a means to enhance the architectural character and appearance of the structure or traditional cultural property and to protect and define open spaces and pedestrian ways within Historic and Cultural Preservation Districts.*
- (7) Distinctive architectural features shall be repaired rather than replaced, wherever possible. Architectural details, including color, materials, texture, and site lighting shall be treated so as to make the building, structure, or traditional cultural property consistent with the property's original architectural style and character. New materials should replicate the material being replaced in composition, design, color, texture and other visual qualities.*
- (8) All buildings, structures, sites and traditional cultural properties shall be recognized as products of their own time. Alterations, modifications or other changes to a structure or traditional cultural property shall not attempt to create an earlier appearance than the original date of construction. Changes which may have taken place in the course of time are evidence of the history and development of the subject property and may have acquired significance in their own right. This significance shall be recognized and respected.*
- (9) The renovation of contributing structures in an historic or cultural district or designated sites shall meet the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.*
- (10) The proposed project shall conform with the other requirements of this Code and be in compliance with the applicable goals, objectives, and policies of the Comprehensive Plan.*
- (11) The impact upon archaeological sites shall preserve the integrity of the site.*

CITY OF TARPON SPRINGS, FLORIDA
Mailing Label Request Instructions

City codes require that mailed notices be sent to surrounding property owners for certain types of applications and requests. It is the applicant's responsibility to provide the mailing labels to the City for such notices.

Please use the attached Label Request form from the Pinellas County Property Appraiser's Office to request mailing labels.

1. Fill in the blanks as appropriate for Name and Phone Number.
2. Specify the Search Distance as 200 feet.
3. Fill in the Subject Parcel Number(s). If there is more than one parcel number you must identify all parcels included in the application. Please use a separate sheet if necessary. If you need assistance identifying the appropriate parcel number(s) please contact the City's Planning and Zoning Division at 727-942-5611.
4. Fill in the Subject Address. This is the street address of the subject property. If the property is vacant, simply write "vacant, no address" on this line.
5. Mark the box labeled "Locus Search" and request at least 1 set of labels. You are not required to submit printed reports or a CD. Do not request a "Radius Search."
6. Fax the completed form to the number provided.
7. Allow at least 24 hours turnaround time.
8. Mailing labels may be picked up at the following address:

Pinellas County Courthouse
Property Appraiser's Office
315 Court Street, 2nd Floor
Clearwater, FL 33756

9. Attach the mailing labels and a copy of the completed Label Request form to your City of Tarpon Springs application. Using these labels the City will mail notice of your application to the surrounding property owners. Your application cannot be processed without the required mailing labels.

Label Request

The Pinellas County Property Appraiser's Office provides two types of parcel searches. Please choose which type of search you would like for your label request.

- A **Radius Search** is based on approximate center points of a subject parcel and the parcels that surround it. The search will identify parcels having center points within a specified distance from the center of the subject. This type of search will not identify some parcels that are only partially within the specified distance of the subject's center. This is the quicker and more economical search type.
- A **Locus Search** is a parcel search based on the boundaries of a subject parcel. Any parcel which is entirely or partially within a specified distance of any part of the subject's boundary will be included in the results. This is a more costly search because it must be performed by a member of our mapping staff, but it is more appropriate if you must identify every parcel within a certain distance of the subject for a legal purpose such as zoning variance hearings.

You must specify the distance to be used for either type of search. *Please see back of this request form for an illustration of the difference between Radius and Locus searches.*

Other custom parcel searches must be requested at the Property Appraiser's Mapping or Data Processing Departments in Clearwater.

All reports are generated based on the data in the Property Value Roll as of the date the report is run. The run date will be listed on your report.

Name _____

Phone _____

Search Distance _____

Subject Parcel Number _____ / _____ / _____ / _____ / _____ / _____
Section Twnbsp. Range Subdivision Block Lot

Subject Address _____

Please select Locus or Radius Search and quantity:

<input type="checkbox"/> Radius Search _____ Quantity (sets of labels & printed reports only) Pricing for a Radius Search: The pricing below includes the cost of labor and one set of labels and one set of printed reports. The final price is based on the number of parcels identified by the search: <table style="margin-left: 40px; border: none;"> <tr><td>1 - 100 parcels</td><td style="text-align: right;">\$10.00</td></tr> <tr><td>101 - 150 parcels</td><td style="text-align: right;">\$11.00</td></tr> <tr><td>151 - 200 parcels</td><td style="text-align: right;">\$12.00</td></tr> <tr><td>201 - 250 parcels</td><td style="text-align: right;">\$13.00</td></tr> <tr><td>Over 250 - Add \$1.00 for groups or partial groups of fifty parcels</td><td></td></tr> </table>	1 - 100 parcels	\$10.00	101 - 150 parcels	\$11.00	151 - 200 parcels	\$12.00	201 - 250 parcels	\$13.00	Over 250 - Add \$1.00 for groups or partial groups of fifty parcels		<input type="checkbox"/> Locus Search _____ Quantity (sets of labels only) _____ Quantity (Printed Reports) _____ Quantity - CDs (in CSV format) Pricing for a Locus Search: \$30.00 per hour for labor plus \$1.00 per page for labels and \$3.00 per 100 pages of printed reports. \$15 per CD. Printed reports are not automatically included with the Locus Search and must be specifically requested. CDs are only available for Locus searches
1 - 100 parcels	\$10.00										
101 - 150 parcels	\$11.00										
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Over 250 - Add \$1.00 for groups or partial groups of fifty parcels											

Please fax completed form to: **727-464-3448**. Call 727-464-3027 with questions.

C ALLOW AT LEAST 24 HOUR TURNAROUND TIME ON ALL REQUESTS C

Public information is furnished by the Property Appraiser's Office and must be accepted by the recipient with the understanding that the information received was developed and collected for the purpose of developing a Property Value Roll per Florida Statute. The Pinellas County Property Appraiser's Office makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability or suitability of this information for any other particular use. The Pinellas County Property Appraiser's Office assumes no liability whatsoever associated with the use or misuse of such information.