

IMPORTANT NOTES



PRE-APPLICATION MEETING

To guide you through the process and to ensure that your application is properly processed, you can meet with the Preservation Planner prior to submitting your application. This is recommended 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.

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.

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

planning@gainesvillefl.gov

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

352 334-5023

TO BE COMPLETED BY CITY STAFF		Date Received _____	Received By:
Petition #:		<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	
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: _____