

Certificate Of Appropriateness Process

All exterior work requires an approved Certificate of Appropriateness application. An approved Certificate of Appropriateness is required for such work as exterior repairs, alterations, window or door replacement, additions, new construction, demolition and relocation. This application is to be filed with the Building Construction Services/Permitting Department.

The Applicant shall provide sufficient information on the application form such a narrative, drawings, sketches, photographs, a survey, proof of ownership, and product approvals or brochures for certain building features that will be modified. The owner or representative will consult with Long Range Planning staff to ensure that all the information is included in the application.

The following activities are exempt from obtaining a Certificate of Appropriateness:

- a. Work on or in a historic resource for which a permit is not required.
- b. Work requiring a Building Permit and which is classified as ordinary maintenance and repair (work done to prevent deterioration, decay, or damage, or to repair damage to a resource or any part thereof by restoring it, as nearly as practicable, to its condition prior to such deterioration, decay, or damage).

DEFINITION

(The phrase ordinary maintenance and repair refers to routine work necessary for the upkeep of a property, such as localized replacement of rotten siding, fascia, or trim; window repair; small areas of repointing; or repainting. If the work is with matching materials and is limited in its scope, the project is generally reviewed at staff level.)



HISTORIC PRESERVATION APPLICATION CERTIFICATE OF APPROPRIATENESS

Project Name: _____
Summary of Request: _____

1. Name of Applicant or Agent: _____
Contact Person: _____
Address: _____
City, State, Zip: _____
Phone Number: _____ Email: _____

2. Property Owner(s) Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____ Email: _____

3. Is this a Pasco County Facilities Management owned building? No Yes
If yes, please provide the letter of approval by Facilities Management.

4. Historical Resource Type: Archaeological Structure District
Parcel Number: _____
Street Address: _____
City, State, Zip: _____

5. Designation of Property: Local Designation National Designation
 State Designation No Designation

6. Project Type: Alteration Rehabilitation Relocation
(check all that apply) New Construction Reconstruction Demolition
 Other _____

7. Describe Reason for Project Type: _____

8. Is there a change in Land Use? No Yes
If Yes, Explain: _____

9. List all avenues pursued for preservation, restoration, or rehabilitation in pursuant of 809.6 of the Land Development Code: _____

10. Has a development order or building permit application been filed prior to or concurrent with this application? No Yes If Yes, provide Case Number: _____

11. Have any of the following been conducted? (check all that apply and attach documentation)

- LDC 809 Review Section 106 Review Cultural Resources Assessment Survey

SUBMITTAL REQUIREMENT CHECKLIST <i>Clearly label your attachments as noted in bold below</i>	
<input type="checkbox"/>	Completed Application Form
<input type="checkbox"/>	Agent of Record Form (if applicable)
<input type="checkbox"/>	Request Statement: Provide a narrative statement explaining the nature of the request and how the proposed project is consistent with the Secretary of Interior’s Standards for Rehabilitation (for Contributing buildings and properties within a district or individually-designated resources) or the applicable design guidelines for the subject historic district (for Non-Contributing buildings and properties within a district). The request statement should discuss the design of the proposed project, proposed construction methods, and the impact of the proposed project on the historic features of the property and historic district. If demolition is proposed, the request statement must address the criteria for demolition established by Section 809.10 of the Land Development Code and show proof of a Section 106 if a property is listed on State National Register of Historic Places.
<input type="checkbox"/>	Existing Conditions Plan: (Legible at 11” x 17”): Provide a graphic illustration of the property that is clearly legible and drawn at a scale that adequately shows and identifies existing conditions of the property
<input type="checkbox"/>	Proposed Site Plan (Legible at 11” x 17”): Provide a graphic illustration of the property that is clearly legible and drawn at a scale that adequately shows and identifies proposed improvements
<input type="checkbox"/>	Architectural Elevations (Legible at 11” x 17”): Provide architectural elevations that depict side-by-side elevations of existing and proposed conditions for each building(s) façade impacted by the proposed project
<input type="checkbox"/>	Architectural Floor Plans: Provide architectural floor plans for each existing or proposed building(s) or structure(s) impacted by the proposed project
<input type="checkbox"/>	Site and Building Photographs: Provide photographs of the subject property and all buildings and structures thereon. Photographs must be sufficiently labeled to note the location of each photograph and the direction from which each photograph was taken
<input type="checkbox"/>	Materials Description: Provide a description of construction materials and colors to be utilized for the proposed project. Note where each material will be utilized within the proposed project
<input type="checkbox"/>	Materials Samples (optional)
<input type="checkbox"/>	Other Materials that may assist in evaluating the request (optional)
ADDITIONAL SUBMITTAL ITEMS FOR ARCHAEOLOGICAL SITES	
<input type="checkbox"/>	Area of Work: Provide a graphic illustration of the property indicating areas of work that might impact the surface or subsurface of the archaeological site(s)
<input type="checkbox"/>	Mitigation Measures: Provide a narrative statement describing the proposed mitigation measures to limit impacts to archaeological resources resulting from the proposed project
<input type="checkbox"/>	Archaeological Surveys (if applicable): Provide archaeological surveys including disturbance of human burials

All information submitted with the application becomes a part of the public record and will be a permanent part of the file. Department staff will review this application for compliance with requirements of the Pasco County Land Development Code. The applicant will be notified of any deficiencies.

Signature _____ Date _____