Form B13 - Certificate of Appropriateness Application Worksheet (Major and Minor)

Answers to the questions contained in this from may be provided in a separate document to be attached to the submittal. Please restate the numbers of the questions on that document for ease of reference.

1. **Project Name:** Click or tap here to enter text.

SITE AND SURROUNDING AREA

1. Describe the current use of the site: Click or tap here to enter text.
2. Date of Construction: Click or tap here to enter text.
3. Is the site located within a Historic Vista Protection Area (LDC Section 403.6)? Choose an item.

[ ]  Desoto National Memorial Park

[ ]  Gamble Plantation State Historical Site

1. Is the site located within a Historical or Archaeological Overlay District (LDC Section 403.5., Comprehensive Plan Policy 2.2.2.6 Historic Resources Overlay Districts, and Comprehensive Plan Historic Element 7.1)? Choose an item.

[ ]  Cortez Fishing Village

[ ]  Whitfield Estates

[ ]  Terra Ceia

[ ]  Other (specify) Click or tap here to enter text.

1. Is the structure, property, or part thereof listed on the National Register of Historic Places? Choose an item.
2. Are any of the buildings on the property/site designated as a Local Historic Landmark? Choose an item. (Note: The answer may be yes whether or not it is located within a Historic Vista Protection Area or a Historic and Archaeological Overlay District; and whether or not it is on the Florida Master Site File or the National Register).
3. Is the structure, property, or part thereof recorded in the Florida Master File? Choose an item. (If “yes”, please attach a copy of the Florida Master Site File form as recorded at the Florida Department of State, Division of Historical Resources.)
4. If the property has been recorded in the Florida Master Site File, does it say that the structure, property, or part thereof is eligible for listing on the National Register of Historic Places? Choose an item.
5. If you have applied for a building permit, please provide the 8-digit permit number and attach the construction drawings: Click or tap here to enter text.
6. Describe the character/state of the building or site in its present condition as may be applicable to the proposed change/modification, and note whether significant alterations have occurred since the original construction (include photo of existing exterior elevations). If parts of the structure were constructed at different times, please indicate when each part was built. Click or tap here to enter text.
7. If the site is an archaeological resource, include a list of cultures associated with the site and describe the current conditions of the site including any disturbances: Click or tap here to enter text.
8. Please describe the historical or archaeological resources located within a 1000 ft. radius of the subject property: Click or tap here to enter text.
9. Note how the proposed project addresses the following criteria for granting Certificates of Appropriateness:
	1. The effect of the proposed work on the Historical and Archaeological Overlay District or historic landmark upon which such work is to be done: Click or tap here to enter text.
	2. The relationship between such work and other structures in the Historical and Archaeological Overlay District: Click or tap here to enter text.
10. The extent to which the historic, architectural, or archaeological significance, architectural style, design, arrangement, texture, materials and color of the historic landmark or Historical and Archaeological Overlay District will be affected: Click or tap here to enter text.
11. Would the denial of a Certificate of Appropriateness would deprive the property owner of reasonable beneficial use of his property (please explain): Click or tap here to enter text.

**STANDARDS FOR REHABILITATION**

1. Note how the proposed alterations comply with the following criteria (United States Secretary of the Interior’s Standards for Rehabilitation):
	1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

STANDARD APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. The historic characters of a property shall be retained and preserved. The removal of historic materials of alteration of features and spaces that characterize a property shall be avoided.

STANDARD APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historic development, such as adding conjectural features of architectural elements from other buildings, shall not be undertaken.

STANDARD APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. Most properties change over time; those changes have acquired historic significance in their own right shall be retained and preserved.

STANDARD APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

STANDARD APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

STANDARD APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

STANDARD APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

STANDARD APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

STANDARD APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

STANDARD APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

**CRITERIA FOR NEW CONSTRUCTION AND ADDITIONS**

1. Note how the proposed construction complies with the following criteria:
	1. The height of the proposed building or structure shall be visually compatible with adjacent buildings and structures.

CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. The relationship of the width of the building to the height of the front elevation shall be visually compatible to buildings and places to which it is visually related.

CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. The relationship of the width of the windows to the height of the windows in a building shall be visually compatible with buildings and places to which the building is visually related.

CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. The relationship of solids and voids in the front facade of a building shall be visually compatible with buildings and places to which it is visually related.

CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. The relationship of the building or structure to open space between it and adjoining buildings shall be visually compatible to the buildings and places to which it is visually related.

CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. The relationship of entrance and porch projections to sidewalks of a building shall be visually compatible to the buildings and places to which it is visually related.

CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. The relationship of the materials, texture and color of the facade of a building shall be visually compatible with the predominant materials used in the buildings to which it is visually related.

CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. The roof shape of a building shall be visually compatible with the buildings to which it is visually related.

CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. Appurtenances of a building such as walls, wrought iron, fences, evergreen, landscape masses, building facades, shall, if necessary, form cohesive walls of enclosures along a street, to ensure visual compatibility of the building to the buildings and places to which it is visually related.

CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. The size of a building, the mass of a building in relation to open spaces, the windows, door openings, porches and balconies shall be visually compatible with the buildings and places to which it is visually related.

CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. A building shall be visually compatible with the buildings and places to which it is visually related in the directional character, whether this be vertical character, horizontal character or nondirectional character.

CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

**CRITERIA FOR DEMOLITION**

1. Note how the proposed demolition complies with the following criteria. No Certificate of Appropriateness for demolitions shall be issued by the Historic Preservation Board until one or more of the following criteria have been met:
	1. The applicant has demonstrated that no other feasible alternative to demolition can be found.

CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. That the portion of the structure being demolished has no historic value.

CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. The applicant has demonstrated a substantial economic hardship in that the property in the historic district cannot be put to reasonable beneficial use without the approval of the demolition application.

CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. In the case of an income-producing building, the applicant must demonstrate that he cannot obtain a reasonable return of economic investment from his existing structure.

CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. The property no longer contributes to the historic district or no longer has significance as a historical and archaeological landmark. The applicant did not cause or allow a change in the historic character of the structure by alterations, improvements or neglect.

CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.

* 1. The demolition of the property is required by a Community Redevelopment Plan or the Comprehensive Plan.

CRITERIA APPLIES: Choose an item.

COMMENTS: Click or tap here to enter text.