

**City of Safety Harbor Application for
CERTIFICATE OF APPROVAL/
ECONOMIC HARDSHIP EXCEPTION
FOR LOCAL HISTORIC LANDMARKS**

Date Received:	
File Number:	
Staff Reviewer:	

1. PROPERTY OWNER:

Name:		
Address:		
Telephone:	Fax:	E-Mail:

2. CONTRACTOR OR ARCHITECT:

Name:		
Address:		
Telephone:	Fax:	E-Mail:

3. SITE INFORMATION:

Address:			
Acres:	Sq. Ft.	Parcel ID#:	
Subdivision:		Lot#	Block#:

4. TYPE OF ACTIVITY:

<input type="checkbox"/> Demolition	<input type="checkbox"/> Renovation
<input type="checkbox"/> Relocation	<input type="checkbox"/> New Construction/Addition
For relocation, proposed location:	
Do you claim vested rights or estoppel? <input type="checkbox"/> Yes (If so, please explain on separate sheet of paper) <input type="checkbox"/> No	

5. DATA FOR RENOVATION:

Date of Construction:	
Modification Dates:	
Styles of Construction:	
Date Moved (If Previously Relocated):	
Original Location:	
Original Use:	
Present Use:	
Proposed Use:	
Roof Type:	
Exterior Fabric:	
Porches:	
Estimated Cost of Renovation:	
Start Date:	Completion Date:

6. DESCRIPTION OF PROPOSED WORK (attach additional sheets if necessary):

For relocation or demolition, please describe the physical condition of the property, the steps taken to save the property, and whether renovation would be economically feasible (attach additional sheets if necessary):

7. REQUIRED INFORMATION:

- For Economic Hardship Exception, See Page 8.
- Signed and Sealed Survey
- Proof of Ownership (Copy of Warranty Deed, Title Certification, etc.)
- Architectural Rendering
- Site Plan and Landscape Plan for New Construction (9 folded copies)
- Photographic Documentation (1 original, 8 copies)
- USB Flash Drive with pdf of the Site Plan, Landscape Plan and Architectural Renderings

8. APPLICATION FEES (Must be paid prior to processing):

Type	Review Fee	Public Notice Fee	Total
Certificate of Approval	\$250	\$300	\$550
Economic Hardship Exception	\$500	\$300	\$800

NOTORIZED AFFIDAVIT

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

I/we, certify that _____ and _____ 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. Further, it is understood that this application must be complete and accurate, and the fee paid prior to processing.

STATE OF FLORIDA
COUNTY OF PINELLAS

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this

_____ day of _____ 20____ by _____. They are Personally Known

OR

Produced Identification _____ Type of identification

_____ Signature of Title Holder

_____ Printed Name of Title Holder

_____ Signature of Title Holder

_____ Printed Name of Title Holder

_____ Signature of Notary

_____ Name of Notary [typed, printed or stamped]

**NOTARY
STAMP**

Standards for Review

- (A) It shall be the intent of this Article to promote maintenance, restoration, adaptive reuses appropriate to the property, and compatible contemporary designs that are harmonious with the exterior and landscape features of neighboring buildings, sites and streetscapes.
- (B) In reviewing an application for a Certificate of Approval, the City shall consider the following criteria:
- (1) The height of any proposed alterations or new construction shall be visually compatible with adjacent properties.
 - (2) The width and height of windows, doors, and entries shall be visually compatible with the character of the building's original architectural style and those found in surrounding structures.
 - (3) The relationship of a structure within a historic district to the open space between it and adjoining structures shall be visually compatible to the neighborhood or district.
 - (4) The shape of the roof shall be compatible with the shape and type of roof of the building's original architectural style and those found on neighboring structures in a historic district.
 - (5) The size and mass (or shape) of the building after alteration or construction shall be compatible with the building's original architectural style and the character of surrounding buildings and structures.
 - (6) Landscaping shall be compatible with the architectural character and appearance of the structure or historic district.
 - (7) Architectural details, including color, materials and texture, shall be treated so as to make the building or structure compatible with its original architectural style and character and to preserve or enhance the architectural style and character of the historic district in which it is located.
 - (8) The renovation of contributing structures in a historic district or designated sites/landmarks shall meet the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.
 - (9) The proposed project shall conform with the other requirements of this Code and compliance with the goals, objectives, and policies of all elements of the Comprehensive Plan.
 - (10) The proposed project shall comply with the City's concurrency management system.
 - (11) The impact upon archaeological sites shall preserve the integrity of the site.

Determination by the Board

- (A) Based on the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, the designation report, a complete application for Certificate of Approval, additional plans, drawings or photographs that describe the proposed alteration, and other guidelines the Board may deem necessary, the Board shall make a written recommendation to the City Commission. The written recommendation shall approve; approve with conditions; or deny the application.
- (B) A denial of a Certificate of Approval shall be accompanied by a statement of the reason(s) for such denial. The Board shall make recommendations to the applicant concerning changes, if any, in the proposed action that would cause the Board to reconsider its denial and shall attempt to resolve the differences between the owner and the Board. The applicant may amend an application in order to provide for the recommendations of the Board.

- (C) The City Commission shall review the application and recommendation of the Board. The City Commission shall approve; approve with stipulations; or deny the application.
- (D) In granting a Certificate of Approval the City Commission may prescribe appropriate conditions and safeguards in conformity with the intent of this Article to ensure compliance with the standards for review or to minimize any potential adverse impacts to adjoining property or to the district.
- (E) A Certificate of Approval shall be valid for a period of one (1) year from the date of approval by the City Commission.

Permit for Demolition

- (A) A request to demolish a designated historic site/landmark or any contributing structure within a designated historic district shall require the issuance of a Certificate of Approval.
- (B) When authorizing a Certificate of Approval for the issuance of a demolition permit, the City shall consider the following criteria:
 - (1) The historic or architectural significance of the building or structure.
 - (2) The importance of the building or structure to the ambiance of a district.
 - (3) The difficulty or impossibility of reproducing such a building or structure because of its design, texture, material, detail or unique location.
 - (4) Whether the building or structure is one of the last remaining examples of its kind in the neighborhood or in the city.
 - (5) The future utilization of the site.
 - (6) Whether reasonable measures can be taken to save the building or structure.
 - (7) Whether the building or structure is capable of earning a reasonable economic return on its value and whether the perpetuation of the building or structure, considering its physical condition, its location and the anticipated expense of rehabilitation would be economically feasible.

REQUIRED INFORMATION FOR ECONOMIC HARDSHIP EXCEPTION

- ___ Estimate cost of proposed construction, alteration, demolition or removal, and an estimate of any additional cost(s) that would be incurred to comply with the recommendations of the Board for the changes necessary to obtain a Certificate of Approval
- ___ A report from a licensed engineer, architect, or contractor with experience in rehabilitation as to the soundness of any structures on the property and their suitability for rehabilitation;
- ___ Estimated market value of the property in its current condition; after completion of the proposed construction, alteration, demolition or removal; after any requirements to obtain a Certificate of Approval; and, in the case of a proposed demolition, after renovation of the existing property for continued use
- ___ In the case of proposed demolition, an estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property
- ___ Amount paid for the property, the date of purchase, and the name of the party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased, and any terms of financing between the seller and the buyer
- ___ If the property is income producing, the annual income for the previous two years, and depreciation deduction and annual cash flow before and after debt service, if any, during the same period
- ___ Remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two years
- ___ All appraisals obtained within the previous two years by the owner or applicant in connection with the purchase, financing, or ownership of the property
- ___ Any listing of the property for sale or rent, price asked and offers received, if any, within the previous two years
- ___ Assessed value of the property according to the two most recent assessments
- ___ Real estate taxes for the previous two years
- ___ Form of ownership or operation of the property, whether sole proprietorship, for-profit or not-for-profit corporation, limited partnership, joint venture, or other
- ___ Any other information, including the income tax bracket of the owner, applicant, or principal investors in the property considered necessary by the Board to a determination as to whether the property does yield or may yield a reasonable return to the owners