



Certificate of Appropriateness Application

Staff Use Only
APPLICATION NUMBER:
CA - ____ - ____

Please complete the application to the best of your knowledge, and if needed, attach a letter further explaining the request. Please submit the completed form and any required materials to the City of DeLand Planning Department, Room 103, 120 South Florida Avenue, DeLand.

- Proposed Work:**
- New Construction
 - Alteration
 - Demolition(completed questionnaire required)
 - Other: _____

REASON FOR REQUEST: _____

BRIEF DESCRIPTION OF PROPOSED WORK: *(Provide photographs of existing façade and renderings of project, including materials and color.)* _____

PROPERTY INFORMATION:
SHORT PARCEL ID (12 DIGITS): _____
ADDRESS OF PROPERTY: _____
CROSS STREETS: _____ AND _____

<u>APPLICANT/AGENT:</u>	
NAME:	
COMPANY:	
ADDRESS:	
CITY, STATE, ZIP:	
TELEPHONE:	FAX:
EMAIL:	

<u>OWNER (IF DIFFERENT FROM APPLICANT):</u>	
NAME:	
COMPANY:	
ADDRESS:	
CITY, STATE, ZIP:	
TELEPHONE:	FAX:
EMAIL:	

SIGNATURE OF APPLICANT: _____

SIGNATURE OF OWNER (IF DIFFERENT): _____

**Please attach a notarized Authorization of Owner and/or notarized power of attorney, if different from applicant.
 *If owner of the property is a corporation or company, a corporate resolution must be submitted with the application. An original resolution currently on file in the Planning Dept. that is less than 1 year old may be used. The resolution must state the name of the person(s) who have been resolved by the company as having authority to execute documents on behalf of the company. It must 1) be current; 2) state a termination date; 3) be signed and certified by the secretary; 4) be embossed with the corporate seal; and 5) be an original document.
 For every person doing business under a fictitious name, an Affidavit of Publication must be submitted.

CERTIFICATE OF APPROPRIATENESS CRITERIA:

(Reference Sections 33-34 & 33-35 of the Land Development Regulations for more information.)

The applicant shall confer with a Planner concerning the nature of the proposed action and requirements relating to it. The applicant shall be advised of the nature and detail of the plans, designs, photographs, reports or other exhibits required to be submitted with the application. Such advice shall not preclude the Historic Preservation Board or the City Commission from requiring additional materials prior to making their determination in the case.

33-34.03. *Certificates of appropriateness.*

(a) *When required.*

1. A Certificate of Appropriateness shall be required for any of the following activities on properties within designated Historic Districts and individually designated historic properties:
 - a. Any material change or alteration in the exterior appearance of existing buildings objects or structures (includes signs).
 - b. The movement or relocation of any building object, or structure.
 - c. Any new construction of principal or accessory buildings or structures.
 - d. Disturbance of an archaeological site.
 - e. Division of a tract or parcel of land into two or more lots.
2. Demolition of a building, structure, or portion thereof constructed prior to 1950, requires the issuance of a Certificate of Appropriateness before demolition can take place.
3. Upon designation of a Historic District or individual historic property the designating ordinance shall prescribe those architectural features considered significant to the district or property and the types of regulated work items other than those requiring a city permit, which should be reviewed for appropriateness.
4. For each of the regulated work items listed in the designating ordinance, the following applies:
 - a. *Ordinary maintenance.* If the work constitutes "ordinary maintenance" as defined in Section 33 12, the work may be done without a Certificate of Appropriateness.
 - b. *Staff approval.* If the work is not "ordinary maintenance," but will result in the "original appearance" as defined in Section 33-12., including color and defining architectural details, the Certificate of Appropriateness may be issued by the planning director with consultation by the historic resource coordinator.
 - c. *Board approval.* If the work is not "ordinary maintenance" and will not result in the "original appearance," a Certificate of Appropriateness must be obtained from the historic preservation board before the work may be done.

NOTE: The application will be reviewed by the Historic Preservation Board. The Historic Preservation Board meets the 1st Thursday of the month in the City Commission Chambers, 120 S. Florida Ave. Deadline for submittal is 10 days prior to the meeting. Incomplete applications will not be accepted.

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Complete Application Received By & Date: _____

Scheduled HPB Meeting Date: _____

Payment Received: Check Amount: \$ _____ Date Paid: _____

SAMPLE OF CORPORATE RESOLUTION

Accepted by the City of DeLand Planning Department

RESOLUTION OF BOARD OF DIRECTORS

(Place Name of Corporation Here)

Resolved, That (name of person) is hereby appointed President of the Corporation with the power to make all purchases, contracts, contributions, acts, decisions, proceedings, elections, and deeds and any other papers that need to be signed, on behalf of this Corporation, in his/her own name and in the name of the Corporation, (name of Corporation), Inc.

I, (name of person), do hereby certify that I am the duly elected and qualified (title) and the keeper of the records and corporate seal of (name of Corporation), Inc., a corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of a resolution fully adopted at a meeting of the Board of Directors thereof, convened and held in accordance with the laws and Bylaws of said Corporation on (date), and that such resolution is now in full force and effect.

IN WITNESS WHEREOF, I have affixed my name as (title) and have caused the corporate seal of said Corporation to be hereunto affixed the (date).

Name and Title

SAMPLE OF NOTARIZED AUTHORIZATION OF OWNER

Accepted by the City of DeLand Planning Department

I/We, _____,

(Name of owner) as the sole or joint fee simple title holder(s) of the property described as:

authorize _____ (Name of applicant) to act as my agent to seek a _____ (e.g. Special Exception, Change of Zoning, etc.) for the above-referenced property.

My application will be heard at a public hearing on _____ (mo/day/yr) before the Technical Review Committee, before the Planning Board on _____ (mo/day/yr), and before the City Commission on _____ (mo/day/yr), unless continued or otherwise rescheduled.

OWNER'S SIGNATURE

OWNER'S SIGNATURE

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ (Date) by

_____, (Name of person acknowledging) who is personally known to me or who has produced _____ (Type of ID) as identification and who did not take an oath.

NOTARY PUBLIC, STATE OF FLORIDA

Type or Print Name:

Commission No.: _____

My Commission Expires: _____

DEMOLITION QUESTIONNAIRE

No demolition permit affecting a building or structure in a designated Historic District, a designated historic building or structure, or a building or structure constructed prior to 1950 shall be issued until the applicant has demonstrated that no other feasible alternative to demolition can be found.

1. Issuance of demolition permit shall be guided by the following factors:
 - a. The historic or architectural significance of the building, structure, or object;
 - b. The importance of the building, structure, or object to the ambiance of a district;
 - c. The difficulty or the impossibility of reproducing such a building, structure or object because of its design, texture, material, detail, or unique location;
 - d. Whether the building, structure, or object is one of the last remaining examples of its kind in the neighborhood, the county, or the region;
 - e. Whether there are definite plans for reuse of the property if the proposed demolition is carried out, and the effect of those plans on the character of the surrounding properties;
 - f. Whether reasonable measures can be taken to save the building, structure, or object from collapse; and
 - g. Whether the building, structure, or object is capable of earning reasonable economic return on its value.

The questions below will be considered when reviewing a request to demolish a historic structure:

1. Provide a written description and/or graphic display of the building and/or portions of the building to be demolished.
2. Are there definite plans for reuse of the property if the proposed demolition is carried out? If so please provide a rendering of proposed structure.
3. What is the effect of those plans on the character of the surrounding properties?
4. Can the building be reasonably saved?
5. Is the existing building capable of earning reasonable economic return on its value?
6. Provide means of demolition and the estimated start and completion date.