

**APPLICATION FOR HISTORIC DISTRICT
CERTIFICATE OF APPROPRIATENESS**

City of Bartow, PO Box 1069, Bartow, Florida 33831

This application provides an applicant with a list of required information for use in preparing a request to work on a structure of site within the City's designated historic district. **The request must be submitted as an original form.** Additional applications may be obtained by at City Hall or downloaded from the City's website at www.cityofbartow.net. Reproductions of this application will be accepted provided that it is clear and legible.

Please **PRINT** unless otherwise specified: Project Name* _____

Applicant's Name: _____ Owner's Name: _____

Street Address: _____ Street Address: _____

City, State, & Zip: _____ City, State, & Zip: _____

Telephone #: _____ Telephone #: _____

Email Address: _____ Email Address: _____
*(*Indicate name of company, group, or organization represented.)*

The following information is required in an acceptable form so as to accompany a request:

- (1) Completed application form with all necessary attachments to address the type of request based on criteria established in Section 2.02.01(I) of the Unified Land Development Code. To assist you in completing this form a copy of the referenced Section is attached. Check the appropriate box below for type of request and include a brief description of the work to be performed in the space provided. Additional sheets, photographs and plans may be attached to describe the request as needed.

New Construction Façade Alteration New Signage Minor Modification

Demolition Reconstruction Relocation Other

Nature of Work Being Performed: _____

- (2) Applications requiring a Certificate of Appropriateness shall be accompanied by a review fee of \$35.00*. Checks shall be made payable to "City of Bartow." (*Fee Subject to Change)

Applicant states that she/he has read and understands the instructions on this application. **Any false information or misrepresentation made on this application may be grounds for revocation of any approval granted by the City.** Any approval granted by the City in no way constitutes a waiver from any other applicable Local, State, or Federal regulations.

Applicant's Signature: _____ Date: _____

INSTRUCTIONS TO APPLICANT

1. Abutting property owners may be notified by first class mail of any request. (*"abutting property" is any property located within 150 feet of the boundary of the property*)
2. If a meeting is scheduled to review a request the applicant or representative must be present. The reviewing body may approve, approve with conditions or disapprove any application. If you are not present for a scheduled meeting the request may be denied.
3. If the applicant is not the owner-of-record of the property, the owner must agree to this application either by signing the form, or by submitting a notarized letter authorizing the applicant to act as an agent.

OFFICE USE ONLY

Receipt # _____ Location _____

Comprehensive Plan FLUM Designation _____ Zoning Classification _____

Property Appraiser Identification Number _____ - _____ - _____

City Commission District Number _____

Coordinates _____

Historic Architectural Review Board # _____ Date _____

City Commission Review _____ Date _____

City Commission Review _____ Date _____

(I) Certificate of Appropriateness-Criteria.

The following criteria shall be the basis on which the Board approves or denies an application for a Certificate of Appropriateness depending on the nature of the façade alteration:

(1) New Construction Criteria

- a. New construction shall be visually compatible with the buildings and environment with which it is visually related, including, but not limited to: the height; the floor-to-area ratio; the proportion between width and height of the exterior; the proportions and relationships between doors and windows; the relationship of solids to voids created by openings in the façade; the materials used in the façade; the texture inherent in the façade; the colors, pattern and trim used in the façade; and the design of the roof.
- b. The relationship of building masses and spaces between them shall be visually compatible with the buildings and environment around them.
- c. The site and landscape plan shall be sensitive to the individual building, its occupants and needs and shall be visually compatible with the buildings and environment with which it is visually related.
- d. A new street façade shall relate to adjacent buildings.
- e. Architectural features shall be incorporated, whenever possible, to relate the new with the old, and to preserve and enhance the characteristics of the district.

(2) Alterations to Façade of Existing Contributing Structures. Alterations shall achieve the purpose of the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

- a. Alterations to a façade shall be visually compatible with the buildings and environment with which it is visually related, including, but not limited to: the height; the floor-to-area ratio; the proportion between width and height of the exterior; the proportions and relationships between doors and windows; the relationship of solids to voids created by openings in the façade.
- b. Alterations shall not affect the architectural quality or historic character of the building, structure, or site, but shall, to the extent possible, maintain or restore the historic design and condition.

(3) Demolition Criteria: provisions for the delay of demolitions, but not for the indefinite stay of a demolition.

- a. The City may not prohibit the demolition of a building under the criteria of this ordinance. Demolition of an historic structure may be delayed for the purposes of finding a buyer for the structure willing to rehabilitate the structure rather than tear it down, as described further below.
- b. Demolition of a designated building, structure, improvement or site may occur pursuant to an order of a government agency or a court of competent jurisdiction or pursuant to an approved application by the owner for a Certificate of Appropriateness. Once an application has been approved, the owner may proceed to obtain a demolition permit.

- c. Government agencies having the authority to demolish unsafe structures shall receive notice of designation of individual sites or districts by being provided with a map from the Board. The Board shall be deemed an interested party and shall be entitled to receive notice of any public hearings conducted by said government agency regarding demolition of any designated property. The Board may make recommendations and suggestions to the government agency and the owner(s) relative to the feasibility of and the public interest in preserving the designated property.
 - d. No permit for voluntary demolition of a designated historic building, structure, improvement or site shall be issued to the owner(s) thereof until an application for a Certificate of Appropriateness has been submitted and approved pursuant to the procedures of this chapter. The Board shall be guided by the criteria contained in part (3)(e)(1-4) below. The Board may grant a Certificate of Appropriateness which may provide for a delayed effective date of up to six (6) months. The effective date shall be determined by the Board based upon the relative significance of the structure and the probable time required to arrange a possible alternative to demolition. During the demolition delay period, the Board may take such steps as it deems necessary to preserve the structure concerned, in accordance with the purposes of this chapter. Such steps may include, but shall not be limited to, consultation with civic groups, public agencies and interested citizens, recommendations for acquisition of property by public or private bodies or agencies, and exploration of the possibility of moving one or more structures or other features.
 - e. In addition to all other provisions of this chapter, the Board shall note the following for each property.
 - 1. The historic or historic architectural significance of the building or structure; whether the building or structure would reasonably meet national, state or local criteria for designation as an historic or architectural landmark.
 - 2. The difficulty or impossibility of reproducing such a building or structure because of its design, texture, material, detail, or unique location; whether reasonable measures can be taken to save the building or structure.
 - 3. The importance of the building or structure to the designated historic district; and, whether the building or structure is one of the last remaining examples of its kind in the neighborhood or in the City.
 - 4. The definite plans for reuse of the site if the proposed demolition is carried out, including any replacement buildings or structures, and the effect on the surrounding area.
- (4) Reconstruction.
- a. The reconstruction of a building or structure damaged by fire, storm or other act of God shall be reviewed by the Board according to the criteria in subsection (2) of this Section.
 - b. Totally or substantially new construction, regardless of reason, shall be reviewed according to the criteria set forth in subsection (1) of this Section.

- (5) Relocation. The Board shall consider the following criteria in evaluating applications for a Certificate of Appropriateness for relocation:
- a. The historic character of the building or structure contributes to its present setting.
 - b. The reasons for the proposed move.
 - c. The proposed new setting and the general environment of the proposed new setting.
 - d. Whether the building or structure can be moved without significant damage to its physical integrity, or change in or loss of significant characteristics. Elements removed in order to move the building or structure shall be replaced following relocation.
 - e. Whether the proposed relocation site is compatible with the historic and architectural character of the building or structure.
 - f. When applicable, the effect of the move on the distinctive historical and visual character of a designated historic district.
 - g. The effect of relocation on subsurface resources.