

# Pinellas County Certificate of Appropriateness Application

## For Staff Use Only

COA# \_\_\_\_\_

DATE: \_\_\_\_\_

HPB/Staff Decision \_\_\_\_\_

Staff Signature \_\_\_\_\_



**Instructions:** Your application cannot be evaluated unless it is complete and all required supporting materials are provided. Type or print clearly in black ink. If additional space is needed, attach additional sheets.

### A. GENERAL INFORMATION (To be completed by all applicants).

#### 1. Property Identification and location:

Name of Property/Business: \_\_\_\_\_

Property Identification Number (from tax records): \_\_\_\_\_

Address of Property: \_\_\_\_\_

#### 2. Mailing Addresses:

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_

Occupant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_

Agent/Engineer/Architect/Contractor: \_\_\_\_\_

Address \_\_\_\_\_

#### 3. Existing Building Uses and Building Condition:

<input type="checkbox"/>	Single-Family residence
<input type="checkbox"/>	Multi-family residence
<input type="checkbox"/>	Restaurant
<input type="checkbox"/>	Office
<input type="checkbox"/>	Commercial - Retail
<input type="checkbox"/>	Other: _____

**4. Type of Request:**

**Proposed Use:**

<input type="checkbox"/>	Alteration of an archaeological site	<input type="checkbox"/>	Single-Family residence
<input type="checkbox"/>	Exterior alteration of building/structure	<input type="checkbox"/>	Multi-family residence
<input type="checkbox"/>	New Construction	<input type="checkbox"/>	Restaurant
<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Office
<input type="checkbox"/>	Relocation	<input type="checkbox"/>	Commercial - Retail
<input type="checkbox"/>		<input type="checkbox"/>	Other: _____

5. **Estimated Cost of Work:** \_\_\_\_\_

6. **Written Description of Proposed Work:**

Explain what changes will be made and how they will be accomplished. If adequate space is not provided, please submit a continuation sheet on a separate piece of paper as an attachment to the application.

**Exterior Building Features (Include material samples when necessary)**

<b>Structural Systems:</b>	<b>Roofs and Roofing:</b>
<b>Windows and Doors:</b>	<b>Materials: (masonry, wood, metal):</b>
<b>Porches, Steps &amp; Fences:</b>	<b>Painting and Finishes:</b>
<b>Environmental Features: (Grading, landscaping, parking, subsurface work, etc.)</b>	

**7. Application Procedures:**

An applicant for a Certificate of Appropriateness shall submit an application to the County Planning Department. An application for a Certificate of Appropriateness for a designated landmark, a designated landmark site, or a property in a historic district is reviewed by the Historic Preservation Board or County Staff. An application for a Certificate of Appropriateness shall be accompanied by:

1. Full plans and specifications, including pictures;
2. If required, site plan, elevation drawing and specifications to support the project; and
3. In the case of sites involving buildings or structures, samples of materials as deemed appropriate by county staff or the historic preservation board to fully describe the proposed appearance, color, texture, materials, or design of the building(s) or structure(s) and any outbuilding, wall, courtyard, porch, façade, balcony, fence, landscape feature, paving, signage or exterior lighting.

The applicant shall provide adequate information as determined by the County Staff or the Historic Preservation Board to enable the reviewing County Staff or the Historic Preservation Board to visualize the effect of the proposed action on the historic resources and on adjacent buildings and streetscapes within a historic district.

**8. Owner Attestation:**

The information on this application represents an accurate description of the proposed work and the undersigned has omitted nothing that might affect the decision of the Pinellas County Historic Preservation Board and/or County Staff. The undersigned hereby certifies that the project described in this application, as detailed by plans and specifications enclosed, will be constructed in exact accordance with aforesaid plans and specifications. It is understood that approval of this application by the Pinellas County Historic Preservation Board and/or County Staff in no way constitutes approval of building permit or other required County permit approvals.

Owner Signature (Required) \_\_\_\_\_ Date: \_\_\_\_\_

Agent/Architect/Engineer/  
Contractor Signature \_\_\_\_\_ Date: \_\_\_\_\_