



CITY OF ST AUGUSTINE
HISTORIC ARCHITECTURAL REVIEW BOARD APPLICATION

- CERTIFICATE OF DEMOLITION**
 CERTIFICATE OF RELOCATION

Application Fee: \$300.00 / \$100.00

BDAC Project No. _____

Receipt No. _____

Meeting Date _____

PLEASE PRINT OR TYPE

1. NAME OF APPLICANT _____

Business (if applicable) _____

Address _____

City _____ State _____ Zip _____

Daytime telephone (required) _____ Other phone _____

2. NAME OF PROPERTY OWNER _____

Business (if applicable) _____

Address _____

City _____ State _____ Zip _____

Daytime telephone (required) _____ Other phone _____

3. PROJECT STREET ADDRESS _____

4. LEGAL DESCRIPTION OF PROPERTY

Lot ____ Block ____ Subdivision _____ Parcel Number _____

5. DATE OF CONSTRUCTION _____ Source: _____

6. HISTORIC STATUS (check all that apply)

- Designated Local Landmark
 Property individually listed on the National Register of Historic Places
 Contributing building in National Register Historic District
 Listed on Florida Master Site File
 50 years of age or older

7. PROPOSED PROJECT WORK (check one)

- PARTIAL DEMOLITION - Permanent removal of any significant architectural features including porches, dormers, chimneys, walls, additions, etc.
 FULL DEMOLITION – The complete razing of a building resulting in its permanent removal.
 RELOCATION – The moving of all or part of a building from one property and placing it on a different property. Also the shifting or reorientation of all or part of a building on the same property.

8. SPECIFIC PROPOSED USE _____

9. FOR PARTIAL DEMOLITION PROJECTS ONLY

A. Indicate architectural features to be permanently removed (check all that apply):

- | <u>HISTORIC</u> | <u>NOT
HISTORIC</u> | <u>NOT
SURE</u> | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building addition |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Outbuilding/Accessory building |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Roof structures (dormers, chimneys, etc.) Specify: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Porch/Deck/Balcony Specify: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exterior walls |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exterior finishes (stucco, masonry, siding) Specify: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fenestration (arrangement of windows and doors) |

B. Required submittals:

- Photographs and/or drawings of elevations and architectural features to be removed.
- Drawings of proposed improvements and replacement features.

10. FOR FULL DEMOLITION PROJECTS ONLY

A. Required submittals for all full demolition projects:

- Photographs of existing conditions including façade of the building.
- Drawings of proposed replacement buildings and structures.

B. Required submittals for buildings designated as Local Landmarks, individually listed on the National Register of Historic Places, or a contributing building in a National Register Historic District:

- Condition assessment report* - A report from an architect or structural engineer licensed in the State of Florida with demonstrated experience in historic restoration/rehabilitation as to the structural soundness of the building and its adaptability for continued use.
- Proof of unreasonable or undue economic hardship* - the property owner may submit to the board any or all of the following information:
 - o An estimate of the cost of the proposed construction, alteration, demolition, or removal.
 - o The estimated market value of the property in its current condition and after completion of the proposed construction, alteration, demolition, or removal.
 - o An estimate from an architect, developer, licensed contractor, 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.
 - o The annual gross income from the property for the previous two (2) years; itemized operating and maintenance expenses for the previous two (2) years; and depreciation deduction and annual cash flow before and after debt service, if any.
 - o The remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two (2) years.
 - o All appraisals obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing, or ownership of the property.
 - o Any listing of the property for sale or rent, price asked, and offers received, if any, within the previous two (2) years.
 - o The assessed value of the property according to the two (2) most recent assessments;
 - o The real estate taxes for the previous two (2) years.
 - o The form of ownership or operation of the property, whether an individual, sole proprietorship, for profit or not-for-profit corporation, limited partnership, or joint venture.
 - o Any other information deemed appropriate by the applicant as to how the property does not yield or may not yield a reasonable return to the property owner.

11. FOR RELOCATION PROJECTS ONLY

- A. Address or location where building is to be moved: _____
- B. Estimated costs:
 - o Purchase price _____
 - o Moving fee (prepared by a licensed and insured building mover) _____
 - o Building rehabilitation _____
- C. Required submittals:
 - Photographs of existing conditions including façade of the building.
 - If the new location is within the city limits, provide a site plan and drawings of any new improvements. (If the building is to be located in a Historic Preservation zoning district, a Certificate of Appropriateness will also be required.)

12. AGREEMENT – Unless the property owner is a governmental agency; licensed business or company; incorporated organization; or an administered estate, all owners of record must sign the application. If the applicant is different than the property owner, the application must be signed by both parties.

In filling out this application, I understand that it becomes part of the Public Record of the City of St. Augustine and hereby certify that all information contained herein is accurate to the best of my knowledge.

I further understand that if the Certificate of Demolition or Certificate of Relocation is approved that a demolition inspection, archeological review, and building permit from the city are required prior to starting project work.

PRINT APPLICANT'S NAME _____ DATE _____

SIGNATURE OF APPLICANT _____

PRINT 1st OWNER'S NAME _____ DATE _____

SIGNATURE OF 1st PROPERTY OWNER _____

PRINT 2nd OWNER'S NAME _____ DATE _____

SIGNATURE OF 2nd PROPERTY OWNER _____

PRINT 3rd OWNER'S NAME _____ DATE _____

SIGNATURE OF 3rd PROPERTY OWNER _____

Florida Statute 286.0105 states that a person appealing any decision by this board at any meeting regarding this application may need a verbatim record of the proceedings which includes testimony and evidence upon which the appeal is to be based.

APPLICATIONS FOR CERTIFICATES OF DEMOLITION AND RELOCATION

The applicant shall submit a completed application on or before the monthly deadline in order for it to be placed on the following month's Historic Architectural Review Board (HARB) agenda. The board meets the third Thursday of each month. Applicants are strongly encouraged to submit all required support documentation at this time. Failure to do so may result in a tabling of the request. Written communications associated with this review process prepared by city staff are sent to the applicant unless otherwise stated by the applicant.

In the event that the property owner is not a governmental agency; licensed business or company; incorporated organization; or an administered estate, all property owners of record must sign the application.

All Certificate of Demolition applications are reviewed by city staff for consistency and compliance with the 1997 edition of the *Architectural Guidelines for Historic Preservation, City of Saint Augustine, Florida*. (Copies of this document are available for a fee upon request.) Guidelines include consideration of historic and architectural significance; uniqueness of the building; existing conditions; and potential for relocation.

Within zoning districts HP-1, HP-2 and HP-3, HARB must approve a Certificate of Appropriateness for a replacement structure before approving a Certificate of Demolition; however, both applications may be reviewed at the same meeting.

For buildings relocated within any historic preservation zoning district a Certificate of Appropriateness is required for the building's new location.

PUBLIC NOTICE REQUIREMENTS FOR CERTIFICATES OF DEMOLITION

Certificates of Demolition shall meet the following public notice requirements:

1. *Mailed notices* - The applicant shall notify not less than ten (10) days in advance of the date of public hearing, via the United States Postal Service, all adjacent property owners within 150 feet of the boundaries of the subject property. A list of owners is provided by the Planning & Building Department. The applicant shall produce evidence that the mailing was completed by the deadline.
2. *Legal ad* - The city shall publish a legal advertisement for the application in a newspaper of general circulation not less than ten (10) days prior to the public hearing.
3. *Signs* - The city shall post a sign on each street frontage of the property in full view of the public providing notification of the pending hearing not less than seven (7) days in advance of the meeting. The sign shall be maintained by the applicant until final determination has been made.

BOARD REVIEW (Meeting Date: _____)

Members of HARB review each application at a public hearing where all interested parties have an opportunity to be heard and present evidence. It is the duty of board members to weigh the evidence and render a decision. The board may approve, approve with conditions, table or deny an application. Conditions that may be stipulated for demolitions include architectural salvage, pre-approval for the design of any new construction, and/or archival documentation of the existing building. Also the board has the option to postpone any demolition for a time not exceeding a total of 24 months. The proposed demolition of any colonial building or designated local landmark requires additional review and approval by the city commission.

After receiving an approval from the HARB and satisfying any stipulated conditions, the applicant may proceed in obtaining a building permit for demolition or relocation. Please note that city inspection of the property and a building permit is required before the actual demolition can begin. In certain areas of the city an archeological permit may also be required

When construction of the new structure is delayed, the site must be cleared and sodded within thirty (30) days of the demolition or relocation. In historic preservation zoning districts (HP-1 through 5) the vacant property must be enclosed by a solid board fence at least 5 ½ feet high.