



FOR PLANNING USE ONLY

Case #: \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_

Filing Date: \_\_\_\_\_

Acceptance Date: \_\_\_\_\_

Review Type: P&Z

# Certificate of Appropriateness Application

Reference City of Alachua Land Development Regulations 2.4.6

***You must have all information for your application to be considered complete. Incomplete applications will not be accepted.***

## A. PROJECT TYPE

- Demolition
- New Construction
- Alteration of Exterior Features
- Removal
- Addition

## B. APPLICANT

1. Applicant's Status  Owner (title holder)  Agent
2. Name of Applicant(s) or Contact Person(s): \_\_\_\_\_ Title: \_\_\_\_\_  
 Company (if applicable): \_\_\_\_\_  
 Physical address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_
3. If the applicant is agent for the property owner\*:  
 Name of Owner (title holder): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ e-mail: \_\_\_\_\_

## C. PROPERTY AFFECTED

1. Address of Subject Property: \_\_\_\_\_
2. Parcel ID Number(s): \_\_\_\_\_
3. Existing Use of Property: \_\_\_\_\_
4. Future Land Use Map Designation: \_\_\_\_\_
5. Zoning Designation: \_\_\_\_\_
6. Acreage: \_\_\_\_\_
7. Number of Existing Structures on the Property: \_\_\_\_\_

## D. ATTACHMENTS

1. A detailed drawing which identifies the dimensions of the property, location of existing building(s) and those proposed (if applicable), distances of buildings from property lines, building setback lines (dimensioned), and names of adjacent streets. A current survey or site plan may be submitted to meet this requirement, if all requested information is provided.
2. Set of plans and specifications for the project. All drawings must be clear, concise, and drawn to scale. Plans must include and dimension all exterior elevations and provide a dimensioned floor plan illustrating all rooms within any proposed addition (if applicable).
3. Photographs of existing building(s) (all facades or elevations of building(s) and adjacent buildings). Photographs must clearly illustrate the appearance and conditions of existing building(s) affected by the project, close-up pictures of any specific elements under consideration by the project (for

example, windows or doors if proposed to be removed and/or replaced), as well as photographs depicting such elements and their relation with neighboring buildings.

4. If demolition is proposed, a report from a registered structural engineer stating the condition of the structure.
5. The applicant must provide a report which addresses the following:

**(1) *Affect Exterior Appearance***

Whether the proposed action will affect the exterior appearance of the subject land or structure or the appearance of any interior portion specifically identified in any relevant designation ordinance.

**(2) *Affect Consistent with Historical, Architectural, or Other Relevant Qualities***

Whether any such affect is consistent with the historical, architectural, or other qualities which the relevant designation ordinance seeks to protect and enforce.

**(3) *Negative or Positive Impact on Neighboring Lands of Historical Significance***

Whether the proposed action will have a negative or positive impact on neighboring lands that have historic significance.

**(4) *Effect of Denial***

Whether the denial of a Certificate of Appropriateness would deprive the owner of reasonable beneficial use of their land.

**(5) *Demolition***

In cases where a Certificate of Appropriateness is proposed for demolition of all or a portion of a Historic Property, the applicant shall demonstrate:

- (a) That no other feasible alternative can be found;
- (b) The extent to which the land may not be beneficially used without approval of the demolition;
- (c) The ability to obtain a reasonable return from the existing structure(s); and
- (d) Whether or not the building, structure, or land contributes to a Historic Overlay (HO) District, or no longer has historical significance.

6. Proof of ownership.
7. Proof of payment of taxes.
8. **Fee.** Please see fee schedule for fee determination. No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any necessary technical review will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any legislative and/or quasi-judicial action of any kind on the petition, appeal, or development application.

**All attachments are required for a complete application. A completeness review of the application will be conducted within five (5) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

**I/We certify and acknowledge that:**

1. I /We must comply with the current Florida Building Code through the Building Department and obtain any necessary permits prior to receiving a final certificate of occupancy.
2. I/We must comply with the requirements of the Alachua County Fire Marshall.
3. I /We must obtain a Local Business Tax Receipt.
4. I/We must meet parking standards and any use specific standards for the zoning district
5. Falsifying information on this application may result in the Certificate of Appropriateness being revoked.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-applicant

\_\_\_\_\_  
Typed or printed name and title of applicant

\_\_\_\_\_  
Typed or printed name of co-applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing application is acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_, who is/are personally known to me, or who has/have produced \_\_\_\_\_  
as identification.

NOTARY SEAL

\_\_\_\_\_  
Signature of Notary Public, State of \_\_\_\_\_