



CITY OF PLANT CITY
PLANNING & ZONING DIVISION
302 W REYNOLDS ST
PLANT CITY, FL 33563
Telephone (813) 659-4258
e-mail: planning@plantcitygov.com

INSTRUCTIONS

FOR SUBMITTING AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

A Certificate of Appropriateness (design review) is required prior to **ANY** construction activity or any activity which results in visible changes to the exterior of the property in the Historic Districts. A building permit will not be issued without review by the Design Review Official or the Historic Resources Board, depending on the nature of the activity. A Certificate of Appropriateness application must be returned to the Planning and Zoning Division at City Hall, 302 W. Reynolds St., 2nd floor.

Please check with the building division to verify whether or not a building permit will be required for your project's scope of work.

For construction activity consisting of:

New Construction and Additions: Submit complete construction documents.

Minor Renovations and Repairs (including painting): Written description or drawing describing all the work to be done and descriptions/product names or samples of materials/colors.

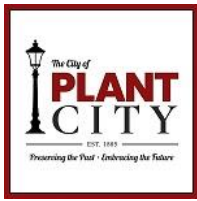
Restoration: When returning a property to its original style and character, submit photo documentation of the building from the period to which it is being restored.

Demolition: Provide photograph of building to be demolished; a statement of the purpose for the demolition and future use of the site; and an analysis of the economic feasibility of rehabilitation vs. cost of demolition.

Signage: Submit rendering of sign showing size, lettering, colors, type of support, location on structure and lighting, if any.

Walls and Fences: Submit photos of type of fence (material/manufacturer) and indicate location on site plan.

For complete requirements and details, please refer to the Historic District Design Standards.



APPLICATION FOR A HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS

By staff: Application # _____ Contributing Yes / No Date Submitted: _____

(applicant please provide information between the bold lines)

Property Address or Location: _____

Owner's Name: _____ Phone: _____

Applicant's Name & Company (if different): _____

Applicant's Mailing Address: _____

App. Contact Info: Phone _____ Fax _____ e-mail _____

Type of Property: _____ Residential _____ Commercial _____ Public or other

PROPOSED RESTORATION / RENOVATIONS / REPAIRS / RELOCATION / ETC:

- | | |
|---|---|
| _____ Exterior Walls | _____ Signage |
| _____ Exterior Doors | _____ Lighting |
| _____ Windows | _____ New Main Building or Addition to Existing Bldg. |
| _____ Porches | _____ New Accessory Bldg. (garage, carport, shed) |
| _____ Awnings or Canopies | _____ New deck, ramp, patio, etc. |
| _____ Fencing | _____ Building Demolition or Relocation |
| _____ Exterior Painting & Color Changes | _____ General Repairs (describe below) |
| _____ Roofing | _____ Other (describe below) |

Detailed description of proposed work: (attach other sheets if necessary)

The **Historic Resources Board** requires that the following information **MUST** be included with an application prior to the application being accepted by staff: detailed plans, including a site plan and elevation(s); color and material samples; manufacturer's sales literature; photographs; and any other supporting documentation to show that the proposed work is consistent with the adopted "**Historic District Design Standards for Plant City**" and the proposed work will conform to the "**Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.**"

SIGNATURE OF THE OWNER and/or APPLICANT _____

_____ initial - I will check with the Building Division to see if a building permit is required for this project.

_____ initial - Any proposed changes to previously approved plans must be reviewed by staff PRIOR to commencing of the work

ACTION TAKEN: Date _____

by staff _____ Approved _____ Denied Reason for Denial: _____

by HRB _____ Approved _____ Approved with modifications noted below* and/or on attached sheets
_____ Denied

*HRB Condition(s) of Approval: _____

Signed: _____ Date: _____