



CITY OF FORT PIERCE COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

COMPREHENSIVE PLANNING ♦ DEVELOPMENT REVIEW
HISTORIC PRESERVATION ♦ URBAN DESIGN ♦ URBAN FORESTRY ♦ ZONING

CITY OF FORT PIERCE HISTORIC PRESERVATION BOARD CERTIFICATE OF APPROPRIATENESS APPLICATION

CHAPTER 23, ARTICLE V CERTIFICATE OF APPROPRIATENESS

Section 23-41. Required.

No building, structure, improvement, landscape feature, or site within the city, which has been designated a historic site or historic district, shall be erected, altered, restored, rehabilitated, excavated, moved or demolished until an application for a certificate of appropriateness regarding any features, landscape features, or site improvements has been submitted and approved pursuant to the procedures in this chapter. Features shall include, but not be limited to, the architectural style, scale, massing, siting, general design and general arrangement of the exterior of the building or structure, including the type, style and color of roofs, windows, doors and appurtenances. Architectural features shall include when applicable, interior spaces where interior designation has been given pursuant to this chapter. Landscape features and site improvements shall include, but shall not be limited to, site re-grading, subsurface alterations, fill, paving, landscaping, walls, fences, courtyards, signs and exterior lighting. No certificate of appropriateness shall be approved unless architectural plans for such construction, alterations, excavation, restoration, rehabilitation, relocation or demolition are approved by the historic preservation board.

Section 23-44. Pre-application conference.

Before submitting an application for a certificate of appropriateness, an applicant may confer, at such applicant's election, with the historic preservation officer to obtain information and guidance before entering into binding commitments or incurring substantial expense in the preparation of plans, surveys and historic data. The purpose of such conference is to further discuss and clarify preservation objectives and design guidelines. In no case, however, shall any statement or representation made prior to completion of official application review be binding on the city.

Section 23-45. Guidelines for review and issuance.

The U.S. Secretary of the Interiors Standards for the Treatment of Historic Properties are hereby adopted as the standards by which applications for any certificate of appropriateness are to be measured and evaluated. In adopting these guidelines, it is the intent of this chapter to promote the proper maintenance, restoration, preservation, rehabilitation, or reconstruction appropriate to the property, and compatible contemporary designs which are harmonious with the exterior architectural and landscape features of neighboring buildings, sites and streetscapes. From time to time, the board may adopt additional standards to preserve and protect special features unique to the city. Based on the Secretary of the Interior's standards for the treatment of historic properties, the designation report, a complete application, any additional plans, drawings, photographs, and samples of materials to fully describe the proposed project, the historic preservation board may approve or deny the application for a certificate of appropriateness.

BUILDING AND SITE INFORMATION

ADDRESS OF THE SITE: _____

LEGAL DESCRIPTION: _____

PARCEL IDENTIFICATION NO.: _____

TYPE OF DESIGNATION: Contributing Site within the _____ Historic District

Non-contributing Site within the _____ Historic District

Individually Designated Site, City Commission Resolution No. _____

DESCRIPTION OF REQUESTED WORK

PLEASE INDICATE THE TYPE OF WORK REQUESTED:

- New Addition New Roof Shutters Rehabilitation
- Signage New Construction Demolition (Section 23-49) Relocation (Section 23-50)
- Minor Alterations (describe) _____
- Site Improvements (describe) _____
- Other (describe) _____

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED WORK TO BE PERFORMED:
(Use additional paper if necessary)

Section 23-49. Demolition.

Review of any certificate of appropriateness for demolition shall be in accordance with criteria set forth in this section. Denial of an application for demolition shall be evidenced by written order detailing the public interest which is sought to be preserved.

- (1) The board may grant a certificate of appropriateness to demolish with a deferred effective date of up to eighteen (18) months from the date of the board's decision at a public hearing. 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 deferral period, the board may take such steps as it deems necessary to preserve the structure 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 persons, 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. After the specified expiration date of the deferred certificate of appropriateness a demolition permit shall be issued if requested by the applicant.
- (2) In connection with any certificate of appropriateness for demolition of buildings or improvements the board may encourage the salvage and preservation of building materials or architectural details and ornaments, fixtures and the like for reuse in restoration of other historic properties. The board may also require, at the owner's expense and prior to demolition, the recording of the building for archival purposes by photographs.
- (3) In addition to all other provisions of this chapter, the board shall consider the following criteria in evaluating applications for a certificate of appropriateness for demolition of designated sites or buildings within a designated historic district.
 - a. Is the structure of such interest or quality that it would reasonably meet national, state or local criteria for designation as a significant historic or architectural site or structure?
 - b. Is the structure of such design, craftsmanship or material that it could be reproduced only with great difficulty or expense?
 - c. Is the structure one of the last remaining examples of its kind in the city, county or region?
 - d. Does the structure contribute significantly to the historic character of a designated district?
 - e. Would retention of the structure promote the general welfare of the city by providing an opportunity for study of local history, architecture and design or by developing an understanding of the importance and value of a particular culture and heritage?
 - f. Are there definite plans for re-use of the property if the proposed demolition is carried out, and what will be the effect of those plans on the character of the surrounding area?

Section 23-50. Moving existing structures.

A designated structure or one which is located in a historic district, may not be relocated except upon approval of a certificate of appropriateness. In considering such certificate the board shall determine whether any reasonable alternative is available for preserving the improvement or structure on its original site and whether the proposed relocation-site is compatible with the historic and architectural integrity of the improvement or structure.

VARIANCES

Section 23-61. Variances.

The historic preservation board shall have the power to waive, with or without conditions, the set-back, off-street parking, height, signage, density and floor-area-ratio requirements of the underlying zoning district of those properties designated by the city commission as historic sites, either individual sites or buildings within districts, where it is deemed appropriate for the continued preservation of the historic site or historic district. The board shall only grant such variances when an application for a certificate of appropriateness has been issued to promote preservation, rehabilitation or restoration. In carrying out this responsibility, the historic preservation board must follow the same procedures specified for the board of adjustment in article VIII of chapter 22 of this Code of ordinances.

WILL THE PROPOSED WORK REQUIRE A ZONING VARIANCE? No Yes, Code Section(s): _____

APPLICATION REQUIREMENTS

PLEASE ATTACH THE FOLLOWING, IF APPLICABLE TO THE PROJECT:

- \$10.00 C.O.A. Application fee, check or money order made payable to the City of Fort Pierce.
- Site Plan with dimensions.
- Architectural Drawings - Twelve (12) sets in 11 X 17 format.
 - Drawings should show all current and proposed floor plans and elevations, fences, walls, and any other landscape features.
 - Drawings should indicate (call-out) materials to be used.
- Photos - Submit one (1) color photograph in 4 X 6 format of the site / main facade and photographs of any site / facade affected by the proposed project.
- Material(s) and Sample(s) Specifications.
- Color Samples.
- Demolitions - plans for what will be taking the demolished structure's place should be submitted.

PROPERTY OWNER / APPLICANT INFORMATION

PROPERTY OWNER(S)

Name(s): _____

Mailing Address: _____

Phone Number(s): _____

APPLICANT

Name(s): _____

Mailing Address: _____

Phone Number(s): _____

ARCHITECT

Name(s): _____

Mailing Address: _____

Phone Number(s): _____

ENGINEER

Name(s): _____

Mailing Address: _____

Phone Number(s): _____

CONTRACTOR

Name(s): _____

Mailing Address: _____

Phone Number(s): _____

Authorization: The undersigned consents to inspection and photographing of the subject property by the Historic Preservation staff for purposes of consideration of this Application and/or presentation to the Historic Preservation Board.

I, _____, as Owner of Lot(s) _____, Block(s) _____,
(Print name of owner(s))

Subdivision _____, do hereby authorize the filing of this application on my behalf.

Signature of Owner _____ Date _____