

Submitting a Complete Preliminary Application

1. **Prior to any work**, make an appointment with the Officer to discuss the project.
2. **Part One:** Written descriptions of the interior, exterior and the site, including architectural style and features, and any known alterations from original construction. Also submit a site map & complete photographic documentation of all interior, exterior, and site views, *prior to any work*.
3. **Part Two:** In addition to detailed written descriptions of proposed improvements, the application must include any requisite site plans, color boards & drawings.

What are the Secretary of the Interior's Standards and Guidelines & Where do I find them?

The Standards & Guidelines are the criteria by which all exemptions are judged. All interior, exterior and site work must follow these criteria to qualify for a tax exemption.

These Standards and Guidelines can be found online at the following address:
www.nps.gov/hps/TPS/standards/index.htm



For additional information:

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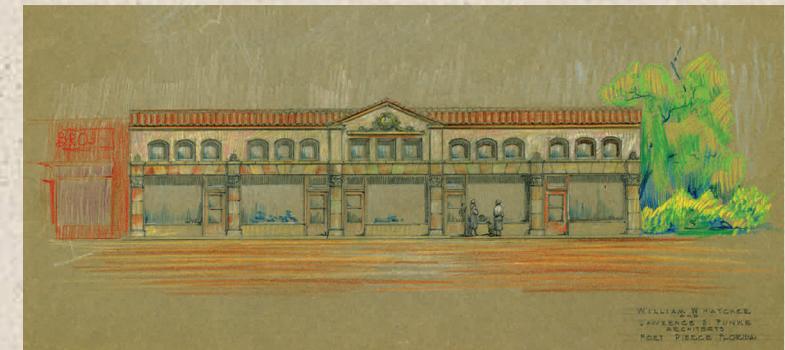
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<http://cityoffortpierce.com/185/Historic-Preservation>

Historic Preservation Tax Exemptions

Important Guidelines and Information



Approved Project: Before



What is a Historic Preservation Tax Exemption?

This is an exemption offered to the owners of locally designated historic properties (either individually designated, or contributing structures within a historic district), who do significant rehabilitations on their historic structures.

This ad valorem exemption applies to 100% of the value of the qualifying improvements for 10 years.

I'm Interested!

What do I need to know?

Document, Document, Document! **Before you do any work, interior or exterior, take exhaustive photos of the entire site.**

Prior to doing any work at all, it is required that good, clear photos are taken of every view of every interior space, every exterior elevation, and all site work (views of the exterior property or yard). If this photographic documentation is not provided, the application cannot be processed.

Approved Project: After



Steps to Take

Note: While it is possible to qualify for an exemption with the work done prior to filing an application for review, it is quite difficult and not recommended. Please find below the most successful approach.

1. Prior to **any** work being done on the property, make an appointment with the Historic Preservation Officer to tour the site and discuss the Tax Exemption process.
2. Submit Parts One & Two of the Application, to determine property eligibility and proposed improvements. *See "Submitting a Complete Preliminary Application" for details.*
3. The Historic Preservation Officer will review it for completeness and against the Secretary of the Interior's Standards and Guidelines for Treatment of Historic Properties. The Pre Application will then be presented to the Historic Preservation Board for preliminary approval, along with a request for a Certificate of Appropriateness for the proposed work.

4. Once approved, the building permit may be submitted & the work can begin upon the approval of the building permit.
5. Upon completion of the work, submit Part Three of the application: Request for Review of Completed Work. This should entail a thorough written description of the improvements to each feature, as approved, along with clear photos of the improvements, taken from the same view as the "pre-construction" view.
6. The officer will review the completed application, present it to the Historic Preservation Board for a recommendation, and then present it to the City Commission for final decision.
7. If approved, a Covenant for maintenance of the Historic Property will commit the current owner and any future owner to maintain the property in this improved condition for 10 years.
8. A tax exemption for the value of the improvements, (as valued on the associated building permits), will be forwarded to the St. Lucie County Property Appraiser for an Ad Valorem Tax Exemption for the total value of improvements. This exemption will remain for 10 years. This exemption is applicable to the City of Fort Pierce Tax Assessment only