



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA) FOR HISTORIC RESOURCES

Purpose

The Historic Preservation Code, Section 29-119 requires the issuance of a Certificate of Appropriateness for any material alteration, restoration, addition, rehabilitation, renovation, excavation, relocation, or demolition of any architectural building, structure, object or landscape features that have been designated as a historic resource in the City of Titusville.

General Historic Property Information

Address: _____

Tax Account Number(s): _____

Name of Historic Resource/District (if applicable): _____

Property Owner Information

Name(s): _____

Address: _____

Telephone/E-mail: _____

Applicant Information

Name: _____

Relationship to Owner: _____

Address: _____

Telephone/E-mail: _____

Submittal Requirements

Each applicant is encouraged to meet with staff and/or the Historic Preservation Officer prior to submitting an application so the process and requirements in Chapter 29 of the Titusville City Code can be discussed. The following list is an example of items that may be required to be submitted with the application depending on the type and scope of the alteration or new construction. The list is not all inclusive and additional items may be required for submittal to be determined on a case-by-case basis depending on the request.

Alterations:

- Completed application including notarized signatures from all property owners (required).
- A written description of the proposed alteration/additions to the designated historic resource and how the alteration/additions comply with Section 29-119, (I), Guidelines for Review and Issuance, (1) – (10) of the Historic Preservation Code.
- A site plan or survey showing dimensions, property lines, structures and parking spaces.
- Plans of the proposed project including all affected elevations.
- Photographs of the property including all exterior elevations.
- Material samples.

Demolition:

- Completed application including notarized signatures from all property owners (required).
- A written narrative of the proposed demolition of the designated historic resource explaining why there is no feasible alternative to the demolition and how the request meets the criteria of Section 29-119, (m), Demolition, Item (1)-(6) of the Historic Preservation Code which shall include a letter or written report indicating a structural deficiency from a licensed structural engineer, a licensed architect, or a licensed building inspector with a specialty in building discipline.
- A site plan or survey showing dimensions, property lines, structures and parking spaces.
- Photographs of the property including all exterior elevations and interior conditions depicting the structural conditions justifying the request for demolition.

New Construction:

- Completed application including notarized signatures from all property owners (required).
- A written description explaining how the proposed new construction of complies with the criteria of Section 29-119, (l) Guidelines for Review and Issuance, (1) – (10) of the Historic Preservation Code.
- A site plan or survey showing dimensions, property lines, structures, parking spaces and required landscaping, if applicable.
- Plans of the proposed project including all elevations.
- Photographs of the property and adjacent properties.
- Material samples.

STAFF USE ONLY	
Application No. _____	Date Received: _____ / _____ / _____
Type of Certificate	<input type="checkbox"/> Standard COA <input type="checkbox"/> Special COA
Decision (see attached report)	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Signature/Date of Final Action	_____ / _____ / _____
Comments: 	

Property Owner(s) Signatures

Each property owner shall obtain a notarized signature to complete this application. Attach additional pages as necessary.

Signed and sealed in the presence of:

OWNER 1:

Signature of Witness #1

Owner 1 Printed Name

Name Printed/Typed

Owner 1 Signature

Signature of Witness #2

Name Printed/Typed

STATE OF _____
COUNTY OF _____

The foregoing Owner Consent was acknowledged before me this _____ day of _____ 20____, by _____, who is personally known to me OR who has produced _____ as identification.

(SEAL)

Notary Public

Signed and sealed in the presence of:

OWNER 2:

Signature of Witness #1

Owner 2 Printed Name

Name Printed/Typed

Owner 2 Signature

Signature of Witness #2

Name Printed/Typed

STATE OF _____
COUNTY OF _____

The foregoing Owner Consent was acknowledged before me this _____ day of _____ 20____, by _____, who is personally known to me OR who has produced _____ as identification.

(SEAL)

Notary Public