



---

**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.

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

**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