

## Historic Preservation Ad Valorem Tax Exemption Process Steps

<b>✓</b>	<b>Step</b>	<b>Description</b>
	Pre-Application Meeting	Call 321.567.3782 to set up a meeting with the Community Development Department to determine if your project is a qualifying project.
	Certificate of Appropriateness	Most exterior alterations require issuance of a Certificate of Appropriateness through the Standard or Special Review process. The Certificate of Appropriateness Review must be approved prior to approval of the Part 1 Preconstruction Application
	Part 1: Pre-Construction Application	Thoroughly fill out the Part 1 Application. Pictures, proposed plans, Certificates of Appropriateness, maps, and the most recent tax bill are required attachments.
	Part 1: Evaluation Historic Preservation Board & City Council Approval	The HPB shall review the application for completeness and to determine if the project is a qualifying project. If the application is found complete and qualified, the HPB shall recommend approval of the application to the City Council. The HPB may request that the Historic Preservation Officer make a recommendation to the Board. If denied, the applicant can resubmit the application at a future HPB meeting after revising the project to meet the HPB's recommendations to bring the project into compliance with applicable review standards. City Council shall determine whether to grant approval of recommended projects. Council's approval shall include the number of years the exemption will be in effect.
	Acquire Permits	Acquire all building, electrical, or other required permits for the project.
	Completion of Approved Projects	The applicant shall have three (3) years from the date of the approval of the Part 1 Preconstruction Application by City Council to complete all of the projects.
	Part 2: Final Application for Completed Work	Once work is completed a Part 2: Completed Work Application can be submitted by the applicant to the Community Development Department. Information shall be provided to document that the completed work is consistent with the approved Part 1: Preconstruction Application.
	Part 2: Evaluation Historic Preservation Board & City Council Approval	The HPB shall determine if the work as completed is consistent with the approved Preconstruction Application. The HPB shall recommend approval to the City Council if the Board finds the completed work is consistent with the Preconstruction Application. The HPB may request that the Historic Preservation Board Officer make a recommendation to the Board. If the work is found inconsistent, then the applicant shall have 60 days to bring the work into compliance. If the HPB is satisfied the work is consistent, the HPB shall recommend approval to City Council. If the HPB finds the work is inconsistent after 60 days, the Board shall recommend City Council deny the request. City Council shall review the application and HPB recommendation and shall either approve by adopting a Resolution or deny the application. If approved a covenant drafted by the City Attorney's Office must be signed by the applicant.
	Record the Resolution and Covenant	The City shall transmit a copy of the Resolution, the Exemption Covenant and the Completed Work Application to the Brevard County Property Appraiser's Office with instructions for the Property Appraiser to provide the exemption to the applicant.