



Planning and Zoning Department  
 401 W. Venice Avenue  
 Venice, FL 34285  
 941-486-2626 ext. 7434  
[www.venicegov.com](http://www.venicegov.com)

## HISTORIC VENICE DISTRICT

## VENETIAN THEME DISTRICT

# Historic and Architectural Preservation Review Board Application

Submit a completed application and supporting documents to the Planning and Zoning Department. Checklist on page 2 must be executed for application to be considered complete. All information will become a permanent part of the public record.

- Section 7.8.1 Certificate of Architectural Compliance (CAC)
- Section 7.8.3 Certificate of Appropriateness (COA)
- Section 7.8.4 Certificate of Demolition (COD)
- Section 7.8.5 Certificate of Relocation (COR)
- Map of Historic Architectural Control Districts

Commercial	Fees: \$75.00
Single Family or Duplex (new construction)	Fees: \$50.00
Single Family or Duplex (alterations, addition, restoration, demolition, or relocation)	Fees: \$25.00
Pre-Application Meeting	Fees: \$0.00

*If this submission requires a Historic and Architectural Preservation Board hearing, applicant will be additionally billed for hearing notice advertisement and mailing postage.*

### Property Information

Address/Location(s):

Parcel Identification No.(s):

Property Owner:

- Alterations, additions, or new construction in Historic Architectural Control District (CAC)
- Alterations, additions, restoration, or repair of historic resources on the Local Register (COA)
- Demolition of any structure on the Local Register, or any structure from 1929 or older (COD)
- Relocation of any structure on the Local Register, or any structure from 1929 or older (COR)

### Brief Project Description:

Applicant Name:

Applicant Signature:

Email address:

Phone Number:

Date:

Contractor Name:

Address:

Email address:

Phone Number:

*By submitting this application the owner(s) of the subject property does hereby grant his/her consent to the Zoning Administrator and his/her designee, to enter upon the subject property for the purposes of making any examinations, surveys, measurements, and inspections deemed necessary to evaluate the subject property and the application.*

## **HISTORIC ARCHITECTURAL PRESERVATION BOARD APPLICATION Checklist**

*Please check box for each document submitted.*

### Certificate of Architectural Compliance (CAC) – Application Requirements (Section 7.8.1.D):

To scale drawings sufficient to show the architectural definition of the structure.

Full elevation views of each façade.

Door and window details.

Roof design and material of roof.

Wall texture or finish and color.

Any such other details determined to be necessary by the Director to determine compliance with the VHP Style.

Any applicable *Design Alternative (Sec. 7.10.12)* or *Variance (Sec. 7.10.13)* necessary to facilitate approval of the CAC.

**OR**

### Certificate of Appropriateness (COA) – Application Requirements (Section 7.8.3.B):

A narrative description of the type of work proposed and its effect or impact upon the structure, site or district.

Designs showing in detail any proposed alteration to a designated structure or contributing structure with a Historic Architectural Control District including, but not limited to, façade elevations and proposed materials to be used.

A site plan showing the location of existing structures and any proposed additions to structures on the site.

*Any other drawings, photographs, material brochures or samples, or information that may be necessary to determine and provide for compliance with this Code as determined by City staff.*

**OR**

### Certificate of Demolition (COD) – Application Requirements (Section 7.8.4.C):

A report from a licensed architect or engineer who shall have demonstrated experience in structural rehabilitation concerning the structural soundness of the building and its suitability for rehabilitation including an estimated cost to rehabilitate the property.

A report from a qualified architect, real estate professional, or developer, with demonstrated experience in rehabilitation, or the owner as to the economic feasibility of rehabilitation or reuse of the property. The report should explore various alternative uses for the property and include, but not limited to the list located in Sec. 7.8.4.C.1.b.i-xii.

*The HAPB may request additional information needed to make its determination*

**OR**

### Certificate of Relocation (COR) – Application Requirements (Section 7.8.5.C):

A general justification in written form why the relocation is being processed.

A report from a licensed architect or engineer who shall have demonstrated experience in structural rehabilitation concerning the structural soundness of the building and its suitability for relocation.

A description of the proposed new location for the structure, including the nature of and compatibility with the proposed new location.

*The HAPB may request additional information needed to make its determination*