

COA APPLICATION

REQUIREMENTS

Planning & Development Services 306 N.E. 6th Avenue

Gainesville, Florida 32601

352.334.5022 Fax 352.334.3259

[www.cityofgainesville.org/planningdepartment](http://www.cityofgainesville.org/planningdepartment)

**DID YOU REMEMBER?**

CONTACT THE HISTORIC PRESERVATION OFFICE FOR A PRELIMINARY DESIGN REVIEW APPOINTMENT. 334.5022

REVIEW THE CHECKLIST FOR A COMPLETE SUBMITTAL (If all requirements are not submitted it could delay your approval.)

PROVIDE 1 ORIGINAL SET OF PLANS TO SCALE (no larger than 11" x 17", writing to be legible) SHOWING ALL DIMENSIONS AND SETBACKS.

LIST IN DETAIL YOUR PROPOSED REPAIR AND/OR RENOVATION

ATTACH A SITE PLAN OR CERTIFIED SURVEY

PROVIDE PHOTOGRAPHS OF EXISTING CONDITIONS

IF YOUR COA IS A HISTORIC PRESERVATION BOARD APPROVAL, 10 COLLATED REDUCED INDIVIDUAL SETS OF THE PLANS WILL BE NEEDED FOR SUBMITTAL.

AFTER THE PRE-CONFERENCE, TURN IN YOUR COMPLETED COA APPLICATION TO THE PLANNING COUNTER (1ST FLOOR, THOMAS CENTER-B), PAY APPROPRIATE FEES, AND PICK UP PUBLIC NOTICE SIGN TO BE POSTED 10 DAYS IN ADVANCE OF THE MEETING.

**CHECKLIST REMINDER**

MAKE SURE YOUR APPLICATION HAS ALL THE REQUIREMENTS ATTACHED.

FAILURE TO TIMELY COMPLETE THE APPLICATION, COMPLY WITH THE INSTRUCTIONS, AND SUBMIT THE NECESSARY DOCUMENTATION WILL RESULT IN DEFERRAL OF YOUR PETITION TO THE NEXT MONTHLY MEETING.



PROJECT TYPE: Addition ☐ Alteration ☐ Demolition ☐ New Construction ☐ Relocation ☒

Repair ☐ Fence ☐ Re-roof ☐ Other ☐

**PROJECT LOCATION:**

Historic District: UNIVERSITY HEIGHTS SOUTH

Site Address: 1109 SW 3RD AVE

Tax Parcel # 13095-000-000

**OWNER**

SHD DEVELOPMENT

Owner(s) Name

SHD DEVELOPMENT

Corporation or Company

2579 SW 8TH DRIVE

Street Address

GAINESVILLE FL 32608

City State Zip

Home Telephone Number

352-895-8853

Cell Phone Number

Fax Number

DAVE@SHDDEVELOPMENT.COM

E-Mail Address

**APPLICANT OR AGENT**

RICARDO CAVALLINO

Applicant Name

RCA INC

Corporation or Company

22 SE 5TH AVE

Street Address

GAINESVILLE FL 32601

City State Zip

352-377-1751

Home Telephone Number

Cell Phone Number

Fax Number

RCA@RCA22.COM

E-Mail Address

**TO BE COMPLETED BY CITY STAFF**

(PRIOR TO SUBMITTAL AT PLANNING COUNTER)

Fee: \$

EZ Fee: \$ 57.88 SC

HP # 15-68

Contributing Y ☒ N ☐

Zoning

Pre-Conference Y ☒ N ☐

Application Complete Y ☒ N ☐

Received By Sal Cunniff

Date Received 10/15/15

Request for Modification of Setbacks

Y ☐ N ☐

☐ Staff Approval—No Fee (HP Planner initial \_\_\_\_\_)

☒ Single-Family requiring Board approval (See Fee Schedule)

☐ Multi-Family requiring Board approval (See Fee Schedule)

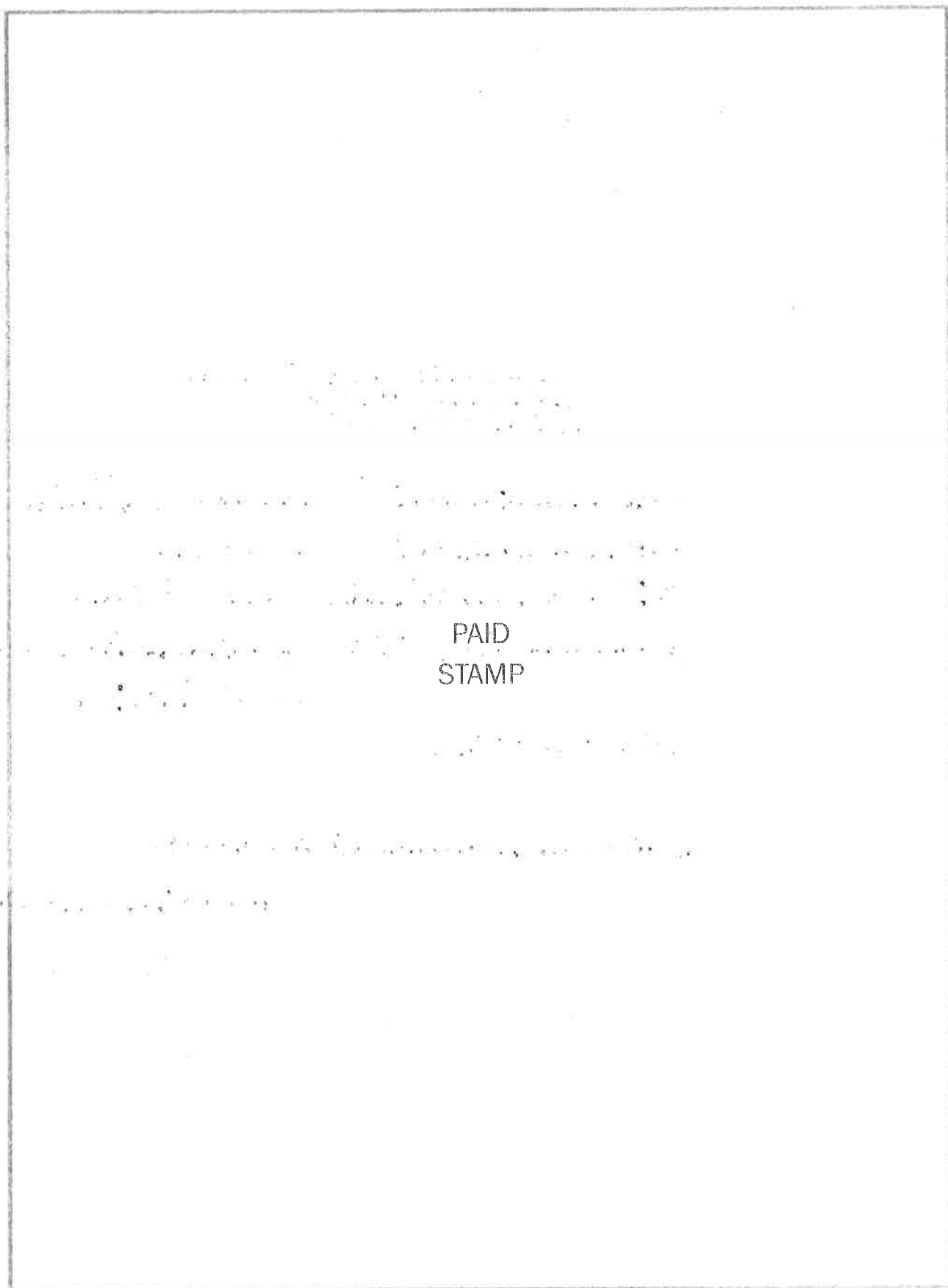
☐ Ad Valorem Tax Exemption (See Fee Schedule)

☐ After-The-Fact Certificate of Appropriateness (See Fee Schedule)

☐ Account No. 001-660-6680-3405

☐ Account No. 001-660-6680-1124 (Enterprise Zone)

☐ Account No. 001-660-6680-1125 (Enterprise—Credit)



TO BE COMPLETED BY CITY STAFF

IF STAFF APPROVAL ALLOWS THE ISSUANCE OF THE CERTIFICATE OF APPROPRIATENESS, THE BASIS FOR THE DECISION WAS:

☐ This meets the *Secretary of Interior's Standards for Rehabilitation* and the City of Gainesville's *Historic Preservation Rehabilitation and Design Guidelines*.

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HISTORIC PRESERVATION PLANNER \_\_\_\_\_ DATE \_\_\_\_\_

THE HISTORIC PRESERVATION BOARD CONSIDERED THE APPLICATION OF HP \_\_\_\_\_ AT THE \_\_\_\_\_ MEETING. THERE WERE \_\_\_\_\_ MEMBERS PRESENT. THE APPLICATION WAS \_\_\_\_\_ BY A \_\_\_\_\_ VOTE, SUBJECT TO THE FOLLOWING CONDITIONS:

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The basis for this decision was:

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Chairperson \_\_\_\_\_ Date \_\_\_\_\_

It is understood that the approval of this application by the Historic Preservation Board or staff in no way constitutes approval of a Building Permit for construction from the City of Gainesville's Building Department.

After the application approval, the COA is valid for one year.

Please post the CERTIFICATE OF APPROPRIATENESS at or near the front of the building.

## PROJECT DESCRIPTION

1. DESCRIBE THE EXISTING CONDITIONS AND MATERIALS Describe the existing structure(s) on the subject property in terms of the construction materials and site conditions as well as the surrounding context.

HOUSE  
THE SINGLE FAMILY 1+1/2 STORY, LOCATED @ 1109 SW 3<sup>RD</sup> AVE  
SHALL BE RELOCATED TO THE ADJACENT LOT TO THE EAST.

2. DESCRIBE THE PROPOSED PROJECT AND MATERIALS Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s). Attach further description sheets, if needed.

THE NEWER ADDITIONS ON THE EAST AND SOUTH  
SIDES OF THE HOUSE SHALL BE REMOVED

## DEMOLITIONS AND RELOCATIONS

Especially important for demolitions, please identify any unique qualities of historic and/or architectural significance, the prevalence of these features within the region, county, or neighborhood, and feasibility of reproducing such a building, structure, or object. For demolitions, discuss measures taken to save the building/structure/object from collapse. Also, address whether it is capable of earning a reasonable economic return on its value. For relocations, address the context of the proposed future site and proposed measures to protect the physical integrity of the building.) Additional criteria for relocations and demolitions: Please describe the future planned use of the subject property once vacated and its effect on the historic context.

## MODIFICATION OF EXISTING ZONING REQUIREMENTS.

Any change shall be based on competent demonstration by the petitioner of Section 30-112(d)(4)b.  
Please describe the zoning modification and attach completed, required forms.

## DID YOU REMEMBER?

CHECK YOUR ZONING AND  
SETBACKS FOR  
COMPLIANCE

REVIEW THE HISTORIC  
PRESERVATION  
REHABILITATION AND  
DESIGN GUIDELINES

REVIEW THE SECRETARY  
OF INTERIOR'S STANDARDS  
FOR REHABILITATION

CHECK TO SEE IF YOU  
WOULD BE ELIGIBLE FOR A  
TAX EXEMPTION FOR  
REHABILITATION OF A  
HISTORIC PROPERTY

THE HPB MEETINGS ARE  
HELD MONTHLY AT CITY  
HALL, 200 EAST

UNIVERSITY AVENUE,  
GAINESVILLE, FL 32601, CITY  
HALL AUDITORIUM AT 5:30PM.  
THE SCHEDULE OF MEETINGS  
IS AVAILABLE ON THE  
PLANNING DEPARTMENT  
WEBSITE.

THE HISTORIC PRESERVATION  
OFFICE STAFF CAN PROVIDE  
ASSISTANCE AND GUIDANCE  
ON THE HP BOARD'S REVIEW  
PROCESS, AND ARE AVAILABLE  
TO MEET WITH PROPERTY  
OWNERS OR AGENTS. IF YOU  
NEED ASSISTANCE, PLEASE  
CONTACT THE HISTORIC  
PRESERVATION PLANNER AT  
(352) 334-5022 OR (352) 334-  
5023.

## PERSONS WITH DISABILITIES AND CONTACT INFORMATION

PERSONS WITH DISABILITIES  
WHO REQUIRE ASSISTANCE TO  
PARTICIPATE IN THE MEETING  
ARE REQUESTED TO NOTIFY  
THE EQUAL OPPORTUNITY  
DEPARTMENT AT 334-5051  
(TDD 334-2069) AT LEAST 48  
HOURS PRIOR TO THE  
MEETING DATE.  
FOR ADDITIONAL  
INFORMATION, PLEASE CALL  
334-5022.

## OVERVIEW

The Historic Preservation Board (HPB) is an advisory board to the City of Gainesville's Commission composed of citizens who voluntarily, without compensation commit their time and expertise to the stewardship of historic resources in our community.

The HPB approval is a procedure which occurs for alterations, construction, restorations, or other significant changes to the appearance of an structure in Gainesville's Historic Districts which have an impact on the significant historical, architectural, or cultural materials of the structure and/or the district. The City's historic review guidelines are available online at [www.cityofgainesville.org/planningdepartment](http://www.cityofgainesville.org/planningdepartment) and within the Land Development Code, Section 30-112.

After submission of an application, the Historic Preservation Planner prepares a written recommendation for the board meeting which addresses whether the proposed changes are compatible with the criteria of the SECRETARY OF INTERIOR'S STANDARDS FOR REHABILITATION and the City of Gainesville's HISTORIC PRESERVATION REHABILITATION AND DESIGN GUIDELINES. Once staff has prepared and completed the staff report, an Agenda of the proposed meeting and the staff report will be posted online approximately 5 to 7 days prior to the HPB meeting and can be found at [www.cityofgainesville.org/planningdepartment](http://www.cityofgainesville.org/planningdepartment) — Citizen Advisory Boards — Historic Preservation Board.

Public notice signage is required to be posted at the property by the applicant no later than 10 day s prior to the scheduled Historic Preservation Board meeting. The notarized *Public Notice Signage Affidavit* must be submitted once the sign is posted.

The applicant and/or owner of the property should be present at the Historic Preservation Board meeting and be prepared to address inquiries from the board members and/or the general public. The HPB meeting is a quasi-judicial public hearing with procedural requirements. The review body may approve, approve with conditions, or deny projects. It is not necessary for owners to be present at the HPB meeting if your COA has been staff approved.

In addition to a Certificate of Appropriateness (COA), a building permit may be required for construction from the Building Department. This is a separate process with submittal requirements. Building permits will not be issued without proof of a COA and the Historic Preservation Planner signing the building permit. After the application approval, the COA is valid for one year.

Please post the CERTIFICATE OF APPROPRIATENESS at or near the front of the building.

## CERTIFICATION

BY SIGNING BELOW, I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AT THE TIME OF THE APPLICATION. I ACKNOWLEDGE THAT I UNDERSTAND AND HAVE COMPLIED WITH ALL OF THE SUBMITTAL

REQUIREMENTS AND PROCEDURES AND THAT THIS APPLICATION IS A COMPLETE SUBMITTAL. I FURTHER UNDERSTAND THAT AN INCOMPLETE APPLICATION SUBMITTAL MAY CAUSE MY APPLICATION TO BE DEFERRED TO THE NEXT POSED DEADLINE DATE.

1. I/We hereby attest to the fact that the above supplied parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the Planning and Development Services Department to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.+
3. I/We understand that Certificates of Appropriateness are only valid for one year from issuance.
4. It is understood that the approval of this application by the Historic Preservation Board or staff in no way constitutes approval of a Building Permit for construction from the City of Gainesville's Building Department.
5. The COA review time period will not commence until your application is deemed complete by staff and may take up to 10 days to process.
6. Historic Preservation Board meetings are conducted in a quasi-judicial hearing and as such ex-parte communications are prohibited (Communication about your project with a Historic Preservation Board member).

## SIGNATURES

Owner \_\_\_\_\_

Applicant or Agent \_\_\_\_\_

Date \_\_\_\_\_

Date 10/5/2015 5

A **pre-application conference** with the Historic Preservation Planner is **required** before the submission of a Certificate of Appropriateness (COA) application. A concept review with the City of Gainesville's Historic Preservation Board is optional.

For a single-family structure, accessory structures and all other structures which require Historic Preservation Board review, there is an **application fee**. Fees vary by the type of building and change annually. Please consult with planning staff or online at [www.cityofgainesville.org/planningdepartment](http://www.cityofgainesville.org/planningdepartment) to determine the amount of the application fees for your project. There is no fee for a staff approved Certificate of Appropriateness. Please consult the *FAQ's Living and Developing in a Historic District* and the *Historic Preservation Rehabilitation and Design Guidelines* for restoration & rehabilitation that is staff approvable. **The COA review time period will not commence until your application is deemed complete by staff.**

The application is **due by 11:00 a.m.** on the **application deadline date** as noted on the attached annual meeting and cut-off schedule.

**THIS CHECKLIST IS A GUIDE TO BE USED FOR PROPER COA SUBMITTAL. SOME ITEMS MAY NOT APPLY TO YOUR PERMIT APPLICATION.**

Please provide all documents in sets of 10 on paper no larger than 11" x 17". One large format set may also be requested if details are not legible.

A completed application may include the following:

## SUBMITTAL REQUIREMENT CHECKLIST

Applicant HP Planner

Survey and Site Plan	A drawing giving dimensions of property; location of building(s) showing distances from property lines (building set-back lines (dimensioned), names of streets front and sides, and north/south orientation. A current site plan or survey may be submitted for this requirement, if it provides the requested information. (1 full size set, as requested and 10 reduced sets on 11" x 17" or smaller is required for a board approval project.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Drawings to Scale <ul style="list-style-type: none"> <li>Elevations</li> <li>Floor Plan</li> <li>Square Footage</li> <li>Dimensions &amp; Height</li> <li>Materials &amp; Finishes</li> </ul>	One complete set of plans (with all (4) exterior elevations) and specifications for the project. All drawings must be clear, concise and drawn to scale. All rooms shall be dimensioned and labeled for use. Height measurement and square footage of different areas shall be on plans. Indicate features on the exterior (i.e.: chimney), the roof pitch, placement of windows and doors and label all materials and textures. <b>A scaled line elevation drawing &amp; footprint drawing is required for all new construction.</b> (1 full size set, as requested and 10 reduced sets on 11" x 17" or smaller is required for a board approval project.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Photographs	Photographs of existing building(s) (all facades or elevations of structure) and adjacent buildings. Photographs should clearly illustrate the appearance and conditions of the existing building(s) affected by the proposed project, close-up views of any specific elements under consideration i.e., windows or doors if proposed to be modified or removed, as well as photographic views of its relationship with neighboring buildings. The format for photos shall be 3" x 5", or 4" x 6" colored or black and white prints, with the name of owner and address of structure on back of picture. (10 sets) (City staff may take photographs of your property prior to the board meeting as part of their review procedure. The photos will be used for presentation to the Historic Preservation Board.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Specific Items	Specific items may be requested, such as landscape plans, wall sections, roof plans, perspective drawings, a model, a virtual illustration and/or verification of economic hardship.	<input type="checkbox"/>	<input type="checkbox"/>
Modification of Existing Zoning	Attach separate form requesting a zoning modification based on competent demonstration by the petitioner of Section 30-112(d)(4)b.	<input type="checkbox"/>	<input type="checkbox"/>
Demolition Report	In the case of demolition provide substantiating report(s) based on competent demonstration by the petitioner of Section 30-112(d)(6)c.	<input type="checkbox"/>	<input type="checkbox"/>
Notarized Consent Letter	Notarized letter of consent from the property owner, if the applicant is not the owner of the property or is in the process of purchasing the property.	<input type="checkbox"/>	<input type="checkbox"/>



Operator: Ellen Bailey

Receipt no: 49414

Item	Description	Account No	Payment	Payment Reference	Paid
<b>HP-15-00068</b> 01109 SW 3RD AVE Relocation of Contributing Structure	Cert of Appropriateness - Single Family/Accessory	110-660-6680-3405	CHECK	21642	\$57.88
<b>Total:</b>					<b>\$57.88</b>

Transaction Date: 10/05/2015

Time: 11:03:19 EDT



**PUBLIC NOTICE SIGNAGE AFFIDAVIT**

Petition Name

HP-15-68

Applicant (Owner or Agent)

RICARDO CAVALLINO

Tax parcel(s)

13096-000-000 / 13095-000-000

Being duly sworn, I depose and say the following:

1. That I am the owner or authorized agent representing the application of the owner and the record title holder(s) of the property described by the tax parcel(s) listed above;
2. That this property constitutes the property for which the above noted petition is being made to the City Of Gainesville;
3. That this affidavit has been executed to serve as posting of the "Notice of Proposed Land Use Action" sign(s) which describes the nature of the development request, the name of the project, the anticipated hearing date, and the telephone number(s) where additional information can be obtained. In addition, the applicant has securely posted the sign(s) on the property along each street frontage, at intervals of not more than four hundred (400) feet, and set back no more than ten (10) feet from the street and visible from the street. If the property does not abut a public right-of-way, signs have been placed at the nearest public right-of-way with an indication of the location of the subject property.
4. That the applicant has posted the sign(s) at least fifteen (15) days prior to the scheduled public hearing date; or for Historic Preservation Certificate of Appropriateness applications, at least ten (10) days prior to the scheduled public hearing date.
5. That the applicant shall maintain the signs(s) as provided above until the conclusion of the development review and approval process and that the signs shall be removed within ten (10) days after the final action has been taken on the development application.
6. That I (we), the undersigned authority, hereby certify that the foregoing statements are true and correct.

7. RICARDO CAVALLINO

8. Applicant (signature)



Applicant (print name)

STATE OF FLORIDA,  
COUNTY OF ALACHUA

Before me the undersigned, an officer duly commissioned by the laws of the State of Florida, on this 15<sup>th</sup> day of October, 20 15, personally appeared who having been first duly sworn deposes and says that he/she fully understands the contents of the affidavit that he/she signed.

Alice C. Farrell

Notary

Public

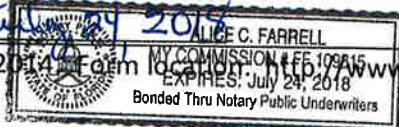
My Commission expires:

July 24, 2018

Form revised on March 11, 2014

Form location: <http://www.cityofgainesville.org/PlanningDepartment.aspx>

RECORDING SPACE



FOR OFFICE USE ONLY

Petition Number

Planner