



Community Development Department  
204 Ash Street  
Fernandina Beach, FL 32034  
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www.fbfl.us/historicdistrict

## HISTORIC PRESERVATION TAX EXEMPTION FOR IMPROVEMENTS TO QUALIFIED HISTORIC PROPERTIES

### EXEMPTION INFORMATION

The City of Fernandina Beach has passed an ordinance allowing for exemption from City ad valorem taxes for certain qualifying improvements to qualified historic properties (Ordinance 2010-14). This exemption does not apply to assessed land value, and only applies to the value of the qualified improvements. The City has authority to implement this exemption as authorized by the Florida Legislature, codified in §§ 196.1997-196.1998, Fla. Stat.

The City of Fernandina Beach Community Development Department is designated as the City office to process this tax exemption request. Improvements must follow the appropriate application procedures and process, and ultimately be approved by the City Commission per Florida Statutes. If approved, the tax exemption is valid for a ten (10) year period on the qualified improvements. **The applicant has two (2) years from initial approval of the preconstruction application to complete the qualifying improvements.** The exemption is conveyed through a recorded covenant that is tied to the property and may be transferred to future owners during the period of the exemption.

### ELIGIBLE PROPERTIES

Residential or commercial properties qualify for this exemption if at the time the exemption is granted, the property:

- is individually listed in the National Register of Historic Places, or
- is a contributing property to a National Register-listed district, or
- is designated as a contributing property to a historic district, under the terms of City ordinances.

Properties are determined to be contributing based on the most recent historic structures survey completed by the City.

### ELIGIBLE IMPROVEMENTS

Exemptions for historic properties are intended for the physical improvements necessary to restore, renovate, or rehabilitate the historic resource, which may include additions and alterations. Exterior AND interior improvements are eligible. The improvements shall be reviewed for compliance with the City Land Development Code, the City Design Guidelines for the respective historic district or Community Redevelopment Area, and criteria established in rules adopted by the Department of State in F.A.C. Chapter 1A-38.

The improvements must also comply with the Secretary of the Interior's Standards for Rehabilitation. The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## **APPLICATION PROCESS**

**Generally:** The applicant must submit the **Preconstruction Application** to the Community Development Department for approval PRIOR to any improvements. Please note that interior as well as exterior changes are included in the Preconstruction Application. Any changes during the course of the project will require submittal of an **Amendment Application**. A **Final Application** must be submitted upon completion of the project. The exemption will not be received until after all completed work has been approved by the Community Development Department, the Historic District Council (if applicable), and the City Commission.

1. The applicant must submit a Preconstruction Application prior to commencing any work on the subject property. Please note that any **EXTERIOR** work to the property requires a **Certificate of Appropriateness** from the City's Historic District Council. This is a separate application process that may be conducted simultaneously with the tax exemption application process; however, no preconstruction application shall be approved until the process for the Certificate of Appropriateness has been completed.
2. If at any time after submission of the Preconstruction Application changes are made to a project, an **Amendment Application** must be submitted to the Community Development Department for review. Please note that any changes to a project approved under a Historic District Council Certificate of Appropriateness may also require additional Historic District Council approval.
3. After all improvements are completed, submit a **Final Application** with supporting documentation to the Community Development Department for approval.

At the same time the Final Application is submitted, submit the Property Tax Exemption Covenant. This Covenant requires the owner(s) to maintain the improvements during the ten (10) year period that the exemption is granted. This Covenant must be signed and notarized by a notary for all owners of record of the subject property.

4. Following Community Development Department approval of the Final Application, the Department will draft a resolution and forward it to the City Commission for their review at the next available City Commission meeting. This review is to authorize the exemption from the City ad valorem taxes.
5. After approval by the City Commission, the Property Tax Exemption will be signed by the Community Development Department Director. The Covenant must then be recorded by the property owner(s) *at their expense* in the official records of Nassau County. The Covenant can be recorded at the Nassau County Courthouse located at 416 Centre Street in Fernandina Beach or at the Courthouse Complex at 76347 Veteran's Way in Yulee. Two (2) copies of the recorded Covenant must be delivered to the Community Development Department. One (1) of those copies must be a certified copy. The exemption shall take effect on the January 1 following substantial completion of the improvements.
6. Upon receiving copies of the recorded Covenant, the Community Development Department will send copies of the following documents to the Nassau County Property Appraiser:
  - a. Letter instructing the City ad valorem tax exemption be applied to the subject property;
  - b. Copies of the Preconstruction and Final Applications;
  - c. Copies of the staff recommendations regarding the applications;
  - d. Certified copy of the recorded Covenant; and
  - e. Resolution of the City Commission authorizing the exemption.

This documentation will authorize the Property Appraiser to apply the City ad valorem tax exemption associated with the increased value of the subject property due to the improvements. **Please be aware that the Community Development Department and the Property Appraiser must have all documentation prior to or on December 1<sup>st</sup> of the year preceding the year the tax exemption is to commence.**

Historic District Council Review and Appeals: If City staff denies a preconstruction or completed work application, the applicant may file for review and recommendation by the Historic District Council. In the event the Historic District Council upholds staff recommendation of denial, the applicant may appeal to the City Commission. Separate application fees and procedures shall apply. Please see Community Development Staff for more information.

**THE FOLLOWING MUST BE PROVIDED IN ORDER TO BE A COMPLETE PRECONSTRUCTION APPLICATION FOR THE EXEMPTION:**

***THERE IS NO APPLICATION FEE.***

**(1 copy of each)**

- Completed Preconstruction Application Form
- Proof of ownership (copy of deed or tax statement)
- 11x17 signed, sealed, scaled survey of the property
- 11x17 scaled site plan of the proposed work, including lot dimensions, setbacks, finished floor elevations, and any changes as a result of proposed building footprints
- Labeled** photographs of the existing site and existing buildings if any, including views from the street
- 11x17 **labeled** architectural drawings to scale showing **ALL existing and proposed** exterior elevations of primary and/or accessory building:
  - North Elevation
  - South Elevation
  - East Elevation
  - West Elevation

- 11x17 drawings of **ALL existing and proposed** changes to floor plans and must include dimensions, room labels, and proposed alterations
- 11x17 drawings of **ALL existing and proposed** changes to interior elevations
- Product/material details and specifications, including brochures or printouts, for any proposed material as applicable and not limited to:
  - Doors
  - Windows
  - Roofing
  - Exterior Fabric
  - Fascia/Trim
  - Foundation materials, including any infill material
  - Shutters
  - Porch or deck materials, including railings, ceilings, floors, stairs, and columns
  - Fencing
  - Sidewalk/driveway/landscaping materials
  - Exterior lighting (for new construction only)
  - Swimming pool/patio details
  - Proposed colors for ALL surfaces to be painted/stained/treated
  - Interior improvements

**THE FOLLOWING MUST BE PROVIDED IN ORDER TO BE A COMPLETE FINAL APPLICATION FOR THE EXEMPTION:**

- Completed Final Application Form
- Labeled** photographs demonstrating a comprehensive description of the completed work. The photos submitted should be the same views as the *before* photographs included in the Preconstruction Application.
- As-built signed, sealed, scaled survey

**THE FOLLOWING MUST BE PROVIDED IN ORDER TO BE A COMPLETE AMENDMENT APPLICATION FOR THE EXEMPTION:**

- Completed Amendment Application Form
- Photographs necessary to illustrate proposed changes
- Drawings necessary to illustrate proposed changes



# HISTORIC PRESERVATION TAX EXEMPTION PRECONSTRUCTION APPLICATION

DATE STAMP:



**PRECONSTRUCTION APPLICATION  
HISTORIC PRESERVATION TAX EXEMPTION**

CASE #: \_\_\_\_\_

Application Fee: \_\_\_\_\_

IMS #: \_\_\_\_\_

Received by: \_\_\_\_\_

**EVALUATION OF PROPERTY ELIGIBILITY**

**APPLICANT INFORMATION**

Owner(s): \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Agent(s): \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

**TYPE OF REQUEST**

Exemption under §196.1997, Fla. Stat. (standard exemption)

Exemption under §196.1998, Fla. Stat. (exemption for properties occupied by non-profit organizations or government agencies and regularly open to the public)

**PROPERTY INFORMATION**

Street Address: \_\_\_\_\_

Parcel Identification Number(s): \_\_\_\_\_

Lot Number: \_\_\_\_\_ Block Number: \_\_\_\_\_

Current Use: \_\_\_\_\_

Proposed Use after Improvement: \_\_\_\_\_

Property is individually listed in the National Register of Historic Places.

Property is a contributing property to a National Register-listed district. District: \_\_\_\_\_

Property is designated as a contributing property to a historic district, under the terms of City ordinances.

Date of Construction: \_\_\_\_\_

Has the building been moved or relocated to its current site?  Yes  No If yes, when? \_\_\_\_\_

**DESCRIPTION OF PHYSICAL APPEARANCE – EXISTING CONDITION**

**Exterior**

Construction Materials: \_\_\_\_\_

Architectural Style: \_\_\_\_\_

Distinguishing Architectural Features (e.g. placement and type of windows, chimneys, porches, woodwork, etc.):

- 
- 
- 
- 
- 

**Interior**

Distinguishing Architectural Features (e.g. decorative molding, fireplaces, staircases, etc.)

- 
- 
- 
- 
- 

**Accessory Structures**

Describe any existing accessory structures and their present appearance (e.g. outbuildings, garage, walls, etc.)

**Additions and Alterations**

Please provide a date and brief description of any previous additions and alterations to the property, if known.

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- 
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**Relationship to Historic District (if applicable)**

Describe how the building relates to others in the historic district in terms of siting, scale, material, construction, and date of construction.

**Statement of Significance to Historic District (if applicable)**

Describe how the building contributes to the significance of the historic district in which it is located.

## DESCRIPTION OF IMPROVEMENTS

The following represents an itemization of work to be accomplished as part of the proposed improvements. ALL changes to the site, exterior features, and interior features must be described. List each principal elevation affected and describe the impact on the existing features. Please use additional pages if necessary. Include a numbered photograph of each elevation or detail and numbered plans and drawings.

### FEATURE 1

Feature \_\_\_\_\_  
Approximate date of feature \_\_\_\_\_  
Describe existing feature and its condition:

Describe work and impact on existing feature:

Photo No. \_\_\_\_\_ Drawing No. \_\_\_\_\_

### FEATURE 2

Feature \_\_\_\_\_  
Approximate date of feature \_\_\_\_\_  
Describe existing feature and its condition:

Describe work and impact on existing feature:

Photo No. \_\_\_\_\_ Drawing No. \_\_\_\_\_

### FEATURE 3

Feature \_\_\_\_\_  
Approximate date of feature \_\_\_\_\_  
Describe existing feature and its condition:

Describe work and impact on existing feature:

Photo No. \_\_\_\_\_ Drawing No. \_\_\_\_\_



FEATURE 4	
Feature _____ Approximate date of feature _____ Describe existing feature and its condition:   Photo No. _____ Drawing No. _____	Describe work and impact on existing feature:

FEATURE 5	
Feature _____ Approximate date of feature _____ Describe existing feature and its condition:   Photo No. _____ Drawing No. _____	Describe work and impact on existing feature:

FEATURE 6	
Feature _____ Approximate date of feature _____ Describe existing feature and its condition:   Photo No. _____ Drawing No. _____	Describe work and impact on existing feature:

FEATURE 7	
Feature _____ Approximate date of feature _____ Describe existing feature and its condition:   Photo No. _____ Drawing No. _____	Describe work and impact on existing feature:

FEATURE 8	
Feature _____ Approximate date of feature _____ Describe existing feature and its condition:   Photo No. _____ Drawing No. _____	Describe work and impact on existing feature:

FEATURE 9	
Feature _____ Approximate date of feature _____ Describe existing feature and its condition:   Photo No. _____ Drawing No. _____	Describe work and impact on existing feature:

FEATURE 10	
Feature _____ Approximate date of feature _____ Describe existing feature and its condition:   Photo No. _____ Drawing No. _____	Describe work and impact on existing feature:

FEATURE 11	
Feature _____ Approximate date of feature _____ Describe existing feature and its condition:   Photo No. _____ Drawing No. _____	Describe work and impact on existing feature:

**PHOTOGRAPHS/MAPS/DRAWINGS**

- Photographs included
- Maps included
- Drawings included

**EXEMPTION FOR NON-PROFIT OR GOVERNMENT AGENCY REGULARLY OPEN TO THE PUBLIC**

Name of organization or agency occupying the property: \_\_\_\_\_

How often does the organization or agency use the property? \_\_\_\_\_

Indicate the total useable area of the building in square feet: \_\_\_\_\_

Indicate the area the organization or agency uses in square feet: \_\_\_\_\_

Percentage of the useable area utilized by the organization or agency: \_\_\_\_\_

Is the property open to the public?  Yes  No If yes, when? \_\_\_\_\_

Are there regular hours?  Yes  No If yes, what are they? \_\_\_\_\_

Is the property also open by appointment?  Yes  No

Is the property only open by appointment?  Yes  No

**OWNER/AGENT ATTESTATION**

I attest that I own the property described herein or that I am legally the agent authorized to submit this application on behalf of the property owners. My signature affirms and certifies that I understand and will comply with the provisions and regulations of the City of Fernandina Beach Land Development Code as amended from time to time. It further certifies that any statements made in the application, documents attached to the application, and plans submitted with the application are true to the best of my knowledge and belief. I understand that the application, attachments, and fees become official records of the City and are not returnable. I consent to inspection and photographing of the subject property by City staff for purposes of consideration of this application and presentation to the Historic District Council, as applicable, and the City Commission. Applicants acknowledge that the City may erect signs on their property which notify the public regarding public hearings regarding the subject property, if applicable. I understand that, if the requested exemption is granted, I will be required to enter into a Covenant with the City of Fernandina Beach granting the exemption in which I must agree to maintain the character of the qualifying property and the qualifying improvements for the term of the exemption.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature(s) of Owner(s) or Agent

STATE OF FLORIDA }  
                                  ss }  
COUNTY OF NASSAU }

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public: Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
My Commission Expires

**OWNER'S AUTHORIZATION FOR AGENT  
(PRE-CONSTRUCTION APPLICATION ONLY)  
PLANNING DEPARTMENT  
CITY OF FERNANDINA BEACH, FLORIDA**

EACH AND EVERY OWNER SHOWN ON THE  
PROOF OF OWNERSHIP MUST SIGN AN AUTHORIZATION FORM

I /WE \_\_\_\_\_  
(print name of property owner).

hereby authorize: \_\_\_\_\_  
(print name of agent)

to represent me/us in processing an application for \_\_\_\_\_  
(type of application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

\_\_\_\_\_  
(Signature of owner)

\_\_\_\_\_  
(Signature of owner)

\_\_\_\_\_  
(Print name of owner)

\_\_\_\_\_  
(Print name of owner)

STATE OF FLORIDA }  
                                  ss }  
COUNTY OF NASSAU }

**Sworn to and subscribed before me on this \_\_\_\_ day of \_\_\_\_\_, 2010 by \_\_\_\_\_** (name of person making statement). Individual making statement is \_\_\_\_personally known or \_\_\_\_produced identification. Type of identification produced \_\_\_\_\_.

\_\_\_\_\_  
Notary Public: Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
My Commission Expires



**PREAPPLICATION REVIEW**  
**For Community Development Department Use Only**

CASE #: _____ IMS #: _____
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Parcel Identification Number(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

The Community Development Department has reviewed the Historic Preservation Property Tax Exemption Preconstruction Application for the above-named property and hereby:

- Certifies that the above-named property **QUALIFIES AS A HISTORIC PROPERTY** consistent with the provisions of § 196.1997 (11), Fla. Stat.
- Certifies that the above-named property **DOES NOT QUALIFY AS A HISTORIC PROPERTY** consistent with the provisions of § 196.1997 (11), Fla. Stat.
- Certifies that the above-named property **QUALIFIES FOR THE SPECIAL EXEMPTION** provided under § 196.1998, Fla. Stat. for properties occupied by non-profit or government agencies regularly open to the public.
- Certifies that the above-named property **DOES NOT QUALIFY FOR THE SPECIAL EXEMPTION** consistent with the provisions of § 196.1998, Fla. Stat.

**If the above-named property qualifies as a historic property and/or qualifies for the special exemption, the Community Development Department has reviewed the Historic Preservation Property Tax Exemption Preconstruction Application for the above-named property and hereby:**

- Determines that improvements to the above-named property **ARE CONSISTENT** with the Secretary of the Interior’s Standards for Rehabilitation, the City Land Development Code and applicable design guidelines, and the criteria set forth in Chapter 1A-38, F.A.C.
- Determines that improvements to the above-named property **ARE NOT CONSISTENT** with the Secretary of the Interior’s Standards for Rehabilitation, the City Land Development Code and applicable design guidelines, and the criteria set forth in Chapter 1A-38, F.A.C. All work not consistent with the referenced Standards, Code and applicable guidelines, and criteria are identified in the staff report. Recommendations to assist the applicant in bringing the proposed work into compliance with the referenced Standards, the City Land Development Code and applicable guidelines, and criteria are provided in the staff report.

Staff Report Attached

Staff Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



## HISTORIC PRESERVATION TAX EXEMPTION FINAL APPLICATION

Please retain this portion of the form for submittal upon project completion.

DATE STAMP:



**FINAL APPLICATION  
HISTORIC PRESERVATION TAX EXEMPTION**  
*\*\*\*Please retain this portion of the form for submittal upon project completion.\*\*\**

CASE #: _____	Application Fee: N/A
IMS #: _____	Received by: _____

Upon completion of the restoration, rehabilitation, or renovation, return this form with photographs of the completed work (views of site improvements, exterior and interior work) to the Community Development Department. These photographs must provide a comprehensive description of the completed work. They should be the same views as the *before* photographs included in the Preconstruction Application. The final recommendation of the Community Development Department with respect to the requested historic preservation property tax exemption is made on the basis of the descriptions in this Final Application.

**PROPERTY IDENTIFICATION AND LOCATION**

Parcel Identification Number(s): \_\_\_\_\_  
Street Address: \_\_\_\_\_

**DATA ON RESTORATION, REHABILITATION OR RENOVATION PROJECT**

Project starting date: \_\_\_\_\_ Project completion date: \_\_\_\_\_  
Estimated cost of entire project: \$ \_\_\_\_\_  
Estimated costs attributed solely to work on historic buildings: \$ \_\_\_\_\_

**OWNER ATTESTATION**

I hereby apply for the historic preservation property tax exemption for the restoration, rehabilitation, or renovation work described in the Preconstruction Application for this project, which received approval on \_\_\_\_\_. I attest that the information provided is, to the best of my knowledge, correct, and that in my opinion the completed project conforms to the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and is consistent with the work described in the Preconstruction Application. I also attest that I am the owner of the property described above, or if the property is not owned by an individual, that I am the duly authorized representative of the owner. Further, by submission of this application, I agree to allow access to the property by representatives of the Community Development Department and appropriate representatives of the governments from which the exemption is being requested, for the purpose of verification of information provided in this application. I understand that, if the exemption is granted, I will be required to enter into a Covenant with the City of Fernandina Beach granting the exemption in which I must agree to maintain the character of the property and the qualifying improvements for the term of the exemption. I also understand that falsification of factual representations in this application is subject to criminal sanctions pursuant to the Laws of Florida.

\_\_\_\_\_  
Date Signature(s) of Owner(s)







**FINAL APPLICATION REVIEW**  
**For Community Development Department Use Only**

CASE #: \_\_\_\_\_  
IMS #: \_\_\_\_\_

Parcel Identification Number(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

The Community Development Department has reviewed the Historic Preservation Property Tax Exemption Final Application for the above-named property and hereby:

Determines that the completed improvements to the property **ARE CONSISTENT** with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, the Land Development Code and applicable guidelines, and other criteria set forth in Chapter 1A-38, F.A.C., and therefore, **RECOMMENDS APPROVAL** of the requested historic preservation tax exemption.

Determines that the completed improvements to the property **ARE NOT CONSISTENT** with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, the Land Development Code and applicable guidelines, and other criteria set forth in Chapter 1A-38, F.A.C., and therefore, **RECOMMENDS DENIAL** of the requested historic preservation tax exemption for the reasons stated in the staff report.

Staff Report Attached

Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## HISTORIC PRESERVATION TAX EXEMPTION AMENDMENT APPLICATION

Please retain this portion of the form for submittal if needed for any changes to proposed work.

DATE STAMP:



**HISTORIC PRESERVATION TAX EXEMPTION AMENDMENT APPLICATION**  
*\*\*\*Please retain this portion of the form for submittal if needed.\*\*\**

CASE #: \_\_\_\_\_ Application Fee: N/A  
IMS #: \_\_\_\_\_ Received by: \_\_\_\_\_

Parcel Identification Number(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

**Amendment Description:** Indicate all changes in the project work, giving the originally proposed treatment and the amended work item description (use additional sheets if necessary).

**Attach photographs and drawings as necessary to illustrate the proposed changes.**

\_\_\_\_\_  
Date Signature(s) of Owner(s) or Agent

STATE OF FLORIDA }  
                                  ss }  
COUNTY OF NASSAU }

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public: Signature Printed Name My Commission Expires

*Complete the following if signing for an organization or multiple owners:*

\_\_\_\_\_  
Title Organization Name

Address \_\_\_\_\_

Phone Number \_\_\_\_\_



**AMENDMENT APPLICATION REVIEW**  
**For Community Development Department Use Only**

CASE #: \_\_\_\_\_  
IMS #: \_\_\_\_\_

Parcel Identification Number(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

The Community Development Department has reviewed the Historic Preservation Property Tax Exemption Amendment Application for the above-named property and hereby:

Determines that the work described in this Amendment to the Historic Preservation Tax Exemption Application for the above-named property is **CONSISTENT** with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, the Land Development Code and applicable guidelines, and other criteria set forth in Chapter 1A-38, F.A.C.

Determines that the work described in this Amendment to the Historic Preservation Tax Exemption Application for the above-named property is **NOT CONSISTENT** with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, the Land Development Code and applicable guidelines, and other criteria set forth in Chapter 1A-38, F.A.C. All work not consistent with the referenced Standards, Code and applicable guidelines, and criteria are identified in the staff report. Recommendations to assist the applicant in bringing the proposed work into compliance with the referenced Standards, Code and applicable guidelines, and criteria are provided in the staff report.

Staff Report Attached

Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_