

Application for Certificate of Appropriateness

COA -
Date Received:
Planner Initials:
Date Found 7 ca d YH:
<input type="checkbox"/> Violation/Citation #: _____
<input type="checkbox"/> Plan Review/COA Inspection Required

For more information regarding this form call: (904) 255-7859. Submit signed, completed form in person, by email (historicpreservation@coj.net), U.S. mail (see address below), or by faxing it to: (904) 255-7885.

PROPERTY INFORMATION				
Property Designation	<input type="checkbox"/> Riverside/Avondale Historic District	<input type="checkbox"/> St. Johns Quarter Historic District	<input type="checkbox"/> Springfield Historic District	<input type="checkbox"/> Local Landmark
Property Address				Zip Code
Real Estate #				
Type of Improvement	Describe proposed work below. Note affected features and changes in design or materials. Be as specific, brief, and legible as possible (Example: reroof; replacing grey 3-tab shingles with black architectural shingles). Submit all required supplemental information/documentation (See FYei jfYX 5HUVXa Ybng) with application.			

APPLICANT INFORMATION (Please Print Neatly)				
Applicant is (check one and must sign below): <input type="checkbox"/> owner <input type="checkbox"/> contractor <input type="checkbox"/> architect <input type="checkbox"/> other agent				
★ Building Owner's Name:		Architect's Name:		
Address:		Address:		
City, State & Zip:		City, State & Zip:		
Phone:	Fax:	Phone:	Fax:	
Email:		Email:		
Agent represents <input type="checkbox"/> owner <input type="checkbox"/> contractor <input type="checkbox"/> architect <input type="checkbox"/> consultant <input type="checkbox"/> other				
Contractor's Name:		Agent's Name:		
Address:		Address:		
City, State & Zip:		City, State & Zip:		
Phone:	Fax:	Phone:	Fax:	
Email:		Email:		

I HEREBY CERTIFY that I understand this application will not be processed until all the requested information has been supplied and is not considered complete until staff XYHYfa jBYgit is complete. I also understand this application may require a site visit. Wa d YHYbYgg review meeting, additional research, staff discussion and a PUBLIC HEARING by the JACKSONVILLE HISTORIC PRESERVATION COMMISSION (JHPC) which may affect the processing time.

Print name and Signature(s) of Owner(s) _____ Date _____

Print name and Signature of Agent/Arch/Cont _____ Date _____

★ Owner's Info Uhc b UbX G[bUhi FY Always Required

Certificate of Appropriateness (COA) –Required Attachments

Property Address _____ Date _____
COA _____ Previous COAs _____

*Fees are required when the application is forwarded for action by the JHPC.

JHPC=Jacksonville Historic Preservation Commission

Please refer to the Required Attachment Instructions for details on all required submittals

Additions

Info Provided Fee = \$495

- Existing/proposed site plan with addition identified ^{1, 2}
- Existing elevations and photos¹ of existing sides
- Proposed front, sides, and rear elevations¹
- Overall photos of site
- Photos of the area of the addition
- Description of any demo required
- Other _____

Alterations

Info Provided Fee = \$315

- Site plan ^{1, 2} if elevation includes new
- Existing and Proposed elevations¹ or photos
- Pictures of area affected by alteration
- Overall photos of structure
- Product brochure/specifications and sample
- Other _____

Window Replacement

Info Provided JHPC Fee = \$315

- Window survey of existing windows-including numbered photos of all windows/openings with elevation key and notes explaining window condition
- Proposed window design, light pattern, and materials
- Brochure/sample of window product
- Other _____

Fencing

Info Provided Fee = \$315

- Site plan/survey with fence placement
- Fence height and design¹
- Fence materials
- Photos of property with main structure
- Other _____

Forwarded to the JHPC? **yes** **no**

Application Fee amount: \$ _____

1. Scaled to 11 x 17 sized paper or pdf. Scale bar or scale notes required
2. Directional arrow needed

New Construction

Info Provided Fee = \$495

- Proposed front, side, and rear elevations¹ and site plan
- Materials identified and product info
- Photos of homes within the block, labeled with address to build context
- Description of any demo required
- Other _____

Relocation

Info Provided Fee = \$594

- Applicant's written statement of reason for relocation
- Photos of proposed location and surrounding structures and area
- Proposed site plan¹ and map of site
- Map of existing and proposed site location
- Description of any demo required
- Other _____

Demolition

Info Provided Fee = \$610

- Applicant's written statement of reasoning
- Letter from licensed registered engineer/contractor
- Statement of economic viability of rehabilitation to code
- Proposed re-use of property
- Appt. with staff in field to review condition
- Photos of structure: interior & exterior
- Other _____

Driveway

Info Provided Fee = \$315

- Site plan/survey showing placement of new driveway
- Proposed materials for driveway
- Does a curb-cut exist?
- Photos of property with affected area/photo of existing curb-cut
- Other _____

Additional Documents Provided/ Notes from Planner

- _____
- _____
- _____
- _____

NOTE: Violations are double the fee for each scope of work

General Information Regarding COA Process:

Please allow a minimum of 3 business days for administrative COAs after staff has determined the application is complete. Please allow for a minimum of 6-8 weeks in order to meet completeness review and public hearing notification requirements for applications requiring Commission review.

If JHPC action is required:

It is highly recommended, that applicants make an appointment with staff to review application package 1-2 weeks before submittal deadline to ensure it is complete and accurate.

DEADLINE FOR SUBMITTAL:

Only complete applications will be scheduled for hearing. All payment must be received before the payment deadline. Applications submitted without sufficient time for completeness review will not be heard at the next JHPC Hearing.



ONE CITY. ONE JACKSONVILLE.

**CITY OF JACKSONVILLE
HISTORIC PRESERVATION COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

Application completeness review: All applications for Certificate of Appropriateness (“Application”) will be reviewed for completeness by Planning and Development Department Staff. Any Application **determined to be incomplete**, will be returned to the applicant with comments detailing the deficiencies. **No further action** on the Application will take place until the application deficiencies are addressed. Once the Application is determined to be complete, Planning and Development Department Staff will prepare an invoice for the cost of the Application.

Payment deadline: The Invoice must be paid by the payment deadline in order to have the Application heard on the next scheduled Jacksonville Historic Preservation Commission (JHPC) regular meeting. The payment deadline is outlined on the City of Jacksonville’s Planning and Development Department Website. Only Complete Applications will be invoiced. It is for the benefit of the applicant to supply staff with a complete Application in advance of the payment deadline. **Due to the complexity and volume of Applications received by the Planning and Development Department, there is no guarantee that COA Applications submitted on the day of the payment deadline will be heard at the next regular meeting of the JHPC.**

I UNDERSTAND THE ABOVE DISCLAIMER REGARDING APPLICATION REVIEW:

NAME (PRINT) _____ SIGNATURE _____

DATE _____

Required Attachments
Applicant checklist

Site Plan:

- The site plan shall be submitted either electronically, or on paper.
- The site plan shall be scaled to 11 x 17 sized paper or PDF and shall be clearly legible and capable of magnification (i.e. zoom-in on electronic version) if necessary. A reduction from construction sized drawings shall not be considered scaled.
- For an addition or accessory structure, the site plan shall show all property lines, and denote the old vs new construction.
- The site plan should show all measurements for both property dimensions, and structures.
- For fences, the site plan shall note the exact location and height of the proposed fence.
- Site plan shall be dated.

Elevations(when required):

- Elevations shall be submitted either electronically, or on paper
- The elevations shall be scaled to 11 x 17 sized paper or PDF and shall be clearly legible and capable of magnification (i.e. zoom-in on electronic version) if necessary. A reduction from construction sized drawings shall not be considered scaled.
- The elevations shall identify all measurements, including overall height of the structure, the distance from the ground to the proposed floor elevation, widths of porches or other elements and the overall dimensions of the existing or proposed structure.
- Elevations shall be dated.

Product information(when required):

- The product information shall include detailed depictions of examples from manufacturer or other source
- For window products, the product information shall include installation details and shall depict the actual window light pattern (one over one, two over two).
- The product information shall specify the actual product and design to be used, not a general design or concept.

Existing Structure Photographs (when required):

- Shall include photographs of all sides of the structure which clearly demonstrate the reason for the request
- For windows, the photographs shall indicate all general elevations, Identify all windows on the structure, the location of each numbered window as it corresponds to the window survey and shall be in sufficient detail to demonstrate the deterioration or other reason or the repair or replacement (not just external photographs).
- For alterations, the photographs shall sufficiently identify the affected area.



Location Photos(when required):

- Shall provide photographs of all adjacent and surrounding structures or property within the block or adjacent blocks, as needed, and shall be labeled with the address and context related to the application (example: “shows a two story structure”)
- For additions, shall provide detailed photos of the location of the addition on the property.
- For driveways, shall provide photographs of existing curbs and curb cuts.



Window Survey(for full window replacement):

- Shall have a detailed description of each window and shall numerically correspond to the keyed window photographs.
- Shall explain the deterioration on each window individually.



Any other documentation requested by staff, necessary to make a recommendation.