



CITY OF TAMPA
GROWTH MANAGEMENT & DEVELOPMENT SERVICES
HISTORIC PROEPRTY AD VALOREM TAX EXEMPTION APPLICATION
PART I – PRE-CONSTRUCTION

Application Review:

All projects will be reviewed and evaluated for conformance with the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. The ten Standards for Rehabilitation (see below) are broadly worded to guide the improvement of all types of historic properties. The underlying concern expressed in the referenced Standards and Guidelines is the preservation of significant historic materials and features of a building or archaeological site in the process of restoration, rehabilitation or renovation. For buildings, the Standards and Guidelines apply with equal force to the site improvements, interior and exterior work, and the Historic Preservation & Urban Design Office, as applicable, will review the *entire* improvement project (including any attached, adjacent or related new construction) rather than a single segment of work. Evaluation is based on whether or not the overall project is consistent with the Standards and Guidelines. Proposed work that does not appear to be consistent with the Standards and Guidelines will be identified, and guidance will be provided to assist property owners, architects, or builders in bringing the project into conformance.

Secretary of the Interior’s Standards for Rehabilitation:

“Rehabilitation” as used herein is defined as “the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural and cultural values.” These Standards are to be applied to specific rehabilitation projects in a reasonable matter, taking into consideration economic and technical feasibility.

Standard 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.

Standard 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.

Standard 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 adding architectural elements from other buildings, shall not be undertaken.

Standard 4: Most properties change over time; those changes that have acquired historic significance in their own right shall be preserved.

Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be retained and preserved.

Standard 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.

Standard 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.

Standard 8: Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

Standard 9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize a 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.

Standard 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.

The incorporation of materials should be sensitive to the historic context of the structure. Materials and fixtures (lighting, hardware, fixtures, etc...) incorporated into the historic structure should be representative of a design which reflects the period of historic significance. In the event that an addition to the subject property has been approved, the compatibility of the original features should be related to those being introduced into the new areas of the structure.

Types of improvements may include:

- Additions or permanent accessory structures compatible with the historic character of the building and site.
- Upgrades that respect the property's original character/design and increase the assessed value of the property, including mechanical and electrical upgrades.
- Restoration of original features.

Eligibility:

1. *Pre-Construction/rehabilitation approval prior* to initiating any demolition, construction or alterations to the structure.
2. Expend a minimum of \$10,000.00
3. Residential and commercial properties eligible for Historic Ad Valorem Tax Exemption:
 - Local landmark listed in the National Register of Historic Places.
 - Structures identified as "Contributing" within a Local Historic District.
 - Structures identified as "Contributing" within a National Register Historic District.

Call staff with any questions (813) 274-8920 or log on to the Historic Preservation & Urban Design web-site www.tampagov.net



**CITY OF TAMPA
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SECTION 1

Evaluation of Property Eligibility:

Your submission cannot be evaluated unless the application is complete and all required supporting materials are provided. In the event of any discrepancy between the application form and other supplementary material submitted with it (such as architectural plans, drawings and specifications), the application form shall take precedence. Type or print clearly. If additional space is needed, attach additional sheets.

1. Property identification and location:

Property Identification Number or Folio Number (from tax records): _____
Attach legal description of property

Address of property: _____

City _____ Zip Code _____

- In a Local Historic District A locally designated Landmark
 In a National Register District

Name of historic district (if applicable) _____

2. Owner information:

Name of individual or organization owning the property _____

Mailing address _____

City _____ State _____ Zip code _____

Daytime Telephone Number (_____) _____

If the property is in a multiple ownership, attach a list of all owners with their mailing addresses.

3. Owner Attestation:

I hereby attest that the information I have provided is, to the best of my knowledge, correct, and that I own the property described above or that I am legally the authority in charge of the property. Further, by submission of this Application, I agree to allow access to the property by representatives of the City of Tampa Historic Preservation & Urban Design Office and appropriate representatives of the local government from which the exemption is being requested, for the purpose of verification of information provided in this Application. I also understand that, if the requested exemption is granted, I will be required to enter into a Covenant with the local governments 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.

 Name Signature Date

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

 Title Organization name

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SECTION 1

Evaluation of Property Eligibility:

4. Description of Physical Appearance:


Date of Construction _____ Date(s) of Alteration(s) _____

Has building been moved? () Yes () No If so, when? _____

5. Statement of Significance:

6. Photographs and maps:

Attach photographs and maps to application.

 <div style="display: inline-block; vertical-align: middle; text-align: center;"> <p>CITY OF TAMPA GROWTH MANAGEMENT & DEVELOPMENT SERVICES HISTORIC PROPERTY AD VALOREM TAX EXEMPTION APPLICATION PART I – PRE-CONSTRUCTION</p> </div>

SECTION 2

Description of Improvements:

Instructions:

Provide 8 ½ x 11 copies of drawings or sketches are required for proposed project work to show alterations and new construction on the property. Drawings or sketches must be sufficiently detailed to show existing (pre-construction) conditions and anticipated changes. Documentation should include site plans, floor plans and, where necessary, sections and elevations. All drawings and sketches submitted with the Description of Improvements should be numbered and keyed to the narrative blocks in the application. Provide **COLOR** photographs that are at least 3”x 5” and preferably formatted in a landscape orientation. Provide samples of materials being used or incorporated into the structure. No more than two photographs per page may be submitted on the application. All drawings and photographs need to be keyed to each feature.

The incorporation of materials should be sensitive to the historic context of the structure. Materials and fixtures (lighting, hardware, fixtures, etc...) incorporated into the historic structure must be representative of a design which reflects the period of historic significance. In the event that an addition to the subject property has been approved, the compatibility of the original features should be related to those being introduced into the new areas of the structure. Consultation with Historic Preservation staff is encouraged throughout the review process.

Example Features

Feature 1	
<p>Feature _____ facade brick Approx. date of feature _____ ca.1880</p> <p>Describe existing feature and its condition:</p> <p>Hard pressed red brick with butter joints in good condition. Mortar mostly sound but deteriorated and missing around downspout at east end of facade. Some graffiti at first floor.</p> <p>Photo no. 3,6 Drawing no. N/A</p>	<p>Describe work and impact on existing feature:</p> <p>Will selectively hand clean deteriorated joints and repoint with mortar and joint width to match existing (see spec. pp. 33-35); chemically clean graffiti from first floor piers (see spec. pp. 30-31).</p> <p style="text-align: center;">—</p>

Feature 2	
<p>Feature _____ main staircase Approx. date of feature _____ ca. 1880/unknown</p> <p>Describe existing feature and its condition:</p> <p>Original stair exists between 1st and 3rd floors. Some balusters missing and treads worn. Later stair from 3rd to 8th floors.</p> <p>Photo no. 9,10 Drawing no. A-12</p>	<p>Describe work and impact on existing feature:</p> <p>Replace missing balusters with matching pieces. Sand painted banisters and balusters and varnish. Replace treads as need. Sand and paint stairs. Retain later stair as needed.</p>

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SECTION 2

Description of Improvements:

Property Identification Number or Folio Number _____

Property Address _____

Feature 1

Feature _____

Approx. date of feature _____

Describe existing feature and its condition:

Photo no. _____ Drawing no. _____

Describe work and impact on existing feature:

Feature 2

Feature _____

Approx. date of feature _____

Describe existing feature and its condition:

Photo no. _____ Drawing no. _____

Describe work and impact on existing feature:

Feature 3

Feature _____

Approx. date of feature _____

Describe existing feature and its condition:

Photo no. _____ Drawing no. _____

Describe work and impact on existing feature:

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SECTION 2

Description of Improvements:

Feature 4

<p>Feature _____ Approx. date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____</p>	<p>Describe work and impact on existing feature:</p>
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Feature 5

<p>Feature _____ Approx. date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____</p>	<p>Describe work and impact on existing feature:</p>
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Feature 6

<p>Feature _____ Approx. date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____</p>	<p>Describe work and impact on existing feature:</p>
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SECTION 2

Description of Improvements:

Feature 7

<p>Feature _____ Approx. date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____</p>	<p>Describe work and impact on existing feature:</p>
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Feature 8

<p>Feature _____ Approx. date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____</p>	<p>Describe work and impact on existing feature:</p>
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Feature 9

<p>Feature _____ Approx. date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____</p>	<p>Describe work and impact on existing feature:</p>
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SECTION 1 – ELIGIBILITY AND SECTION 2 – DESCRIPTION OF IMPROVEMENTS

Application Review:

Property Identification Number (PIN) or Folio Number: _____

Property Address: _____

The City of Tampa Historic Preservation & Urban Design Office has reviewed the Pre-Construction Historic Ad Valorem Tax Exemption Application for the above named property and hereby:

- () Certifies that the above referenced property **qualifies as a historic property** consistent with the provisions of s. 196.1997 (11), F.S.
- () Certifies that the above referenced property **does not qualify as a historic property** consistent with the provisions of s. 196.1997 (11), F.S.
- () Determines that the proposed improvements to the above referenced property **are consistent** with the Secretary of Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and the criteria set forth in Chapter 1A-38, F.A.C.
- () Determines that the proposed improvements to the above referenced property **are not consistent with the Secretary of Interior’s Standards** for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and the criteria set forth in Chapter 1A-38, F.A.C. All work not consistent with the referenced Standards, Guidelines and criteria are identified in the Review Comments. *Recommendations to assist the applicant in bringing the proposed work into compliance with the referenced Standards, Guidelines and criteria are provided in the Review Comments.*

Review Comments: _____

Signature _____

Dennis Fernandez - Manager, Historic Preservation & Urban Design

Date _____