

SUBMISSION TO THE BARRIO LATINO COMMISSION

Article VIII, Ybor City Historic District, Section 27-182(i)(1), Tampa Zoning Code states in pertinent part that the Barrio Latino Commission shall have "...control of the erection, alteration, addition, repair, removal or demolition of new or existing buildings or structures, which erection, alteration, addition, repair, removal or demolition in the opinion of the commission will injuriously affect the quaint and distinctive character..." of the Ybor City Historic District.

This document was prepared to assist applicants (owners or agents) understand the Barrio Latino Commission (BLC) review process. Items covered include the most frequent concerns and questions.

The application shall be familiar with the BLC Ordinance and the "Ybor City Design Guidelines" and the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" prior to completing drawings. It is strongly recommended that a petitioner contact the BLC staff when a project is first contemplated. The purpose of the meeting is to advise the application of the review standards and applicable codes and ordinances.

Applications must be submitted in person at the Historic Preservation Office. All signatures must be original, and photocopies or faxes can not be submitted. **Call the Historic Preservation Office for an appointment at 274-8920, or if you have questions or need further assistance.**

Types of requests:

- Certificate of Appropriateness for rehabilitation of existing buildings
- Certificate of Appropriateness for new construction including expansion of existing buildings
- Certificate of Appropriateness for signs, fences, exterior painting, site improvements, street furniture and other such items
- Variances for properties located in the Ybor City Historic District
- Demolitions and Certificate of Appropriateness for relocation of buildings
- Encroachment signs
- Balconies and other encroachments over the public right-of-way
- Ad Valorem Property Tax Exemption Applications – [Separate application. Please contact the BLC staff]

STAFF APPROVALS

Not all applications must go before the Barrio Latino Commission at a Public Hearing. The BLC staff can approve the following requests – driveways, foundation enclosures, patio or other slab, door or window replacement, porch repairs, roof repairs/ replacement, satellite dishes, solar collectors, repair/ replacement of exterior building materials and wall/ fence repair or replacement. The BLC shall hear an appeal of a staff decision.

THE PROCESS

The BLC procedures for Certificate of Appropriateness provide for a Design Review Committee meeting, preliminary, and final reviews. The preliminary review is generally required for major rehabilitation, expansion of an existing structure, and new construction. Preliminary review occurs when the applicant has identified the project concept and has completed schematic design. During preliminary submission the BLC will review compliance with the design guideline and broad issues such as material, mass and scale.

Final review is required for all submissions to the BLC. Final review for Certificate of Appropriateness occurs when the applicant has completed construction documents. During final review, detailed design issues and materials are reviewed: exterior elevations, site plan, exterior materials and colors, exterior lighting details, and a typical wall section.

APPLICATIONS TO THE BARRIO LATINO COMMISSION

- The Rules of Procedure state (for Certificate of Appropriateness) that *"... An application must be filed with the Administrator by noon at least fourteen (14) days prior to the next meeting of the Board."*
- In order for the application to have the benefit of a Design Review Meeting to determine completeness of the applications, it is requested the application be made at least twenty (20) days prior to the next meeting of the Board. Applications for variances must be submitted twenty (20) days prior to the Public Hearing.
- Only the bonafide owner or authorized agent of the owner, of a specific piece of real property may make application to the Board. If the owner of the property wishes to designate an agent, an affidavit to authorize an agent must be submitted and properly notarized prior to the Public Hearing. If the affidavit is incomplete, the request will not be heard at the Public Hearing.
- Prior to the acceptance of a submitted application, the Barrio Latino Commission staff will verify that all information on the application, including the legal description, is complete. After verification, the application will be scheduled for the first available Public Hearing. A sign for posting and schedule of deadline dates for notification will be given to the applicant. Due to the legal notification requirements, there is a deadline for each meeting the BLC has established a *maximum agenda of 10 cases per month* which may be reached prior to the deadline. Please consult the Public Hearing schedule and submit the application as early as possible to insure a timely review.

Obtaining the Application:

An application for submission to the BLC can be obtained by calling 813/274-8920, by written request, or in person to Barrio Latino Commission, 306 East Jackson Street, 3E, Tampa, Florida 3602. When requesting an application, state the nature of the request being made to the BLC. *Applications cannot be faxed to applicants.*

Submission Requirements:

Submission to the BLC must be made **in person** at the BLC office no later than noon of the application deadline date. An application is considered complete when **the following information** has been submitted to the file:

- Completed and notarized application
- Payment of application fee
- Appropriate drawings using the "black line" method of reproduction –
- Elevations and floor plans at ¼" = 1'-0"
- Sections and architectural details at 1½" = 1'-0"
- Site plans at 1" = 10'-0" for new construction, additions, fences, variances, site improvements, and building relocations

All exhibits and documents submitted to the BLC **become part of the Public Record and cannot be returned** to the applicant. The applicant should maintain a copy of all submissions to the BLC. Original **archival photographs** should not be submitted to the BLC, as they **cannot be returned**.

MINIMUM REQUIREMENTS FOR APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

- A. **COMPLETE ORIGINAL APPLICATION FORM (Exhibit A-1 & A-2 of the application package) with appropriate application fee(s).** All forms must be typewritten or *clearly* printed.

APPLICATION FEE (cash, check or money order payable to the **City of Tampa**)

- **Certificate of Appropriateness: \$5.00**
- **Simple (setbacks, heights, buffers): \$100.00**
- **Requiring other departmental review (administrative appeals, parking, trees, landscape, and signs): \$250.00**

- B. **AFFIDAVIT TO AUTHORIZE AGENT (Exhibit B of the application package)** *is required* if anyone will represent the property owner during the review process and/or public hearing. Case cannot be heard without notarized affidavit.

In addition, the following items are required for variance requests:

- C. **JUSTIFICATION OF REQUEST** (Complete only one of the two exhibits as applicable):
 - 1. Statement of Variance Hardship (Exhibit C-1 of the application package)
A variance is a relaxation of specific dimensional requirements which cannot be met due to a unique characteristic of the property. The applicant shall complete **Exhibit C-1** to establish that all five (5) hardship criteria as stated in Chapter 27 are met.
or:
 - 2. Statement of Administrative Appeal (Exhibit C-2 of the application package)
The ARC/BLC has the authority to decide on an appeal of the decision of the Zoning Administrator. The applicant must complete **Exhibit C-2** to explain the specific section of the Code which is appealed and the applicants interpretation of the Zoning Code as it applies to the situation.
- D. **ONE (1) COPY OF THE SITE PLANS AT 8½ X 11"**
Site plans are required with all variance requests. The BLC Administrator may require site plans with an Administrative Appeal in order to insure compliance with all conditions or to further explain the request.
- E. **NOTICE TO SURROUNDING PROPERTY OWNERS (Exhibit E of the application package)** and
 - 1. List of names, address and legal descriptions of surrounding property owners within 150 feet excluding right-of-way. Please make a photocopy of the list for your use in mailing out the letters. This list may be obtained at the Hillsborough County Property Appraisers Office, 16th Floor, County Center, 601 East Kennedy Boulevard.
and
 - 2. a certificate of mailing stamped by the U.S. postal service
- F. **NOTARIZED AFFIDAVIT ATTESTING TO NOTIFICATION (Exhibit F of the application package)**

and

a photo of the posted sign

DESIGN REVIEW COMMITTEE

The purpose of a Design Review Committee (DRC) meeting is to assist the applicant in obtaining informal advice and to determine the completeness of Certificate of Appropriateness applications submitted. The Design Review Committee's opinion is not official or binding upon the Barrio Latino Commission at any time.

Depending upon the nature of the project, the applicant shall come to the Design Review Committee meeting with the following information:

- Site plans at 1" = 10'-0" scale, locating the building and adjacent buildings
- All elevations and floor plans applicable to the request
- Material selections

The BLC staff will discuss the specific requirement for the Design Review Committee during a personal conference prior to submittal.

All drawings and data that are to be presented at the Design Review Committee must be submitted to the BLC Staff prior to the DRC meeting. The exhibits shall be folded and submitted in an envelope no larger than 8 ½ x 14" with the case number written on the envelope.

PUBLIC HEARING

The applicant shall present the application at the Public Hearing. If the applicant fails to appear, the Commission may allow the application to be carried over to the next regular meeting. Failure to appear at the second hearing shall be grounds for denial of the application.

The BLC will review preliminary and final applications for Certificate of Appropriateness, Ad Valorem Property Tax Exemption Applications and Variances at the Public Hearing. All applications presented at the Public Hearing must be properly noticed.

The purpose of the Public Hearing is to provide the property owner an opportunity to have input with regard to discussion about his or her property and present specific facts concerning the application. It is the responsibility of the applicant to provide all the information the BLC needs to make an informed decision on the request. Generally the following information is needed for Final Review at the Public Hearing:

- Site plan at appropriate scale, delineating the building and adjacent buildings
- Elevations, drawn to scale and of sufficient detail for issuance of a building permit
- Architectural details of elements of the building drawn to scale
- Typical wall section, drawn to scale
- Sample material palette
- Variance requests also require 1 copy of the site plan reduced to a sheet no larger than 8½ x 11". Normally no wall section or material palette is required for a Variance.

A project is not considered approved until final approval is granted by the BLC, and the BLC staff has issued the Certificate of Appropriateness.

Presenting to the BLC at the Public Hearing:

- The applicant shall come to the Public Hearing prepared to present from the podium in the Tampa City Council Chamber.
- A copy of all drawings and data that are to be presented at the BLC Public Hearing must be folded and submitted to the BLC Staff prior to the Public Hearing.
- The sample material palette and any other large exhibits shall be photographed at approximately 8½ x 11". The exhibits shall be submitted in an envelope no larger than 8½ x 14" with the case number written on the envelope by Friday noon prior to the Public Hearing. Please call the BLC Staff prior to the Public Hearing if you wish to use any oversized exhibits.
- All exhibits for the Public Hearing shall be of a scale that can be reviewed approximately fifteen feet from the presenter.

- Drawings shall be mounted on a hard board and place on an easel. Three easels are provided by the BLC. The applicant can bring an additional easel.
- No exhibit, drawings or written text shall be submitted to the BLC at the Public Hearing.
- Tampa City Council Chamber is equipped with an “Elmo” projection system allowing for the projection of photographs and drawings.
- Slides also may be used in presentations with standard photographic slides and a Kodak 144-slide carousel.
- **Please contact the BLC office seven days before the Public Hearing if you wish to use the Elmo projection system or slide projector.**

Experience has shown that applicant who come to the BLC Public Hearing with complete drawings, and appropriate background data complete the review process in a timely manner. Article VIII, Ybor City Historic District, Tampa Zoning Code, and the “Ybor City Design Guidelines” can be purchased from the BLC office.

Contacting Barrio Latino Commission members :

Local and state law prohibits lobbying of Commission members of any current or future cases to be heard.

ACTIONS

The Commission’s actions may approve, approve with conditions, continue or deny the application. The variance will become effective of the date of the Board’s vote to approve or approve with conditions. All variances granted will encompass only the specific variance shown on the site plan, unless specifically requested at the Public Hearing.

- *Note that within twelve (12) months of the approval date for an application, petitioner must have submitted a permit application.* Failure to meet this time limit shall result in cancellation of the approved Certificate of Appropriateness or Variance.
- **Right to Appeal** - The BLC’s decision may be appealed by an aggrieved party to the Tampa City council, as provided by law.

COMPLIANCE WITH ALL APPLICABLE CITY CODES

The effect of a BLC approval is that a specific request is determined to be appropriate for a specific location. The BLC application does not approve a site plan or waive or modify any other requirements of the City Code.

The following sections of the City code should be consulted to assure compliance with city regulations: Landscaping, Traffic, Stormwater Retention, Sewer System, Water Supply System, Building Code, Fire Code, Streets and Sidewalks, and Subdivision.

WITHDRAWAL OF AN APPLICATION

The BLC may allow the petitioner to withdraw the application before the Public Hearing, however the application fee is non-refundable.