



ARCHITECTURAL REVIEW COMMISSION/BARRIO LATINO COMMISSION SUBMISSION REQUIREMENTS

Chapter 27, Article II, Division 4, Sections 27-95 and 27-113, City of Tampa Code of Ordinances, state in pertinent part that the Architectural Review Commission (ARC) and Barrio Latino Commission (BLC) shall have approval or disapproval of plans related to alterations, demolitions, relocations, or new construction within the City of Tampa's locally designated landmarks, landmark sites, or properties in multiple property designations, historic conservation overlay districts, or historic districts.

This document was prepared to assist applicants (owners or agents) in understanding the ARC/BLC review process. Items covered include the most frequent concerns and questions. Please call Architectural Review & Historic Preservation (ARHP) at **(813) 274-3100 (Option 3)** if you have additional questions or need assistance.

The applicant shall be familiar with the appropriate **Design Guidelines** (i.e., Ybor City, Hyde Park, Seminole Heights, or Tampa Heights), **The Secretary of the Interior's Standards for Rehabilitation**, and the **City of Tampa Code of Ordinances**. It is recommended that you contact staff when first contemplating a project, prior to initiating drawings.

Only an owner or authorized agent of a specific piece of real property may make an application to the ARC/BLC. If the owner of the property wishes to designate an agent, an **Affidavit to Authorize Agent form** must be submitted and **notarized as part of the completed application**.

Types of requests:

- Certificate of Appropriateness for rehabilitation, new construction, signs, fences, site improvements, street furniture, public improvements, and other such items
- Certificate of Appropriateness for Relocation or Demolition of Structures
- Ad Valorem Property Tax Exemption Application (cannot be accepted once construction is initiated)
- Dimensional Variances for all yard setbacks, fence, and buffer requirements, height of structures, or other matters that the ARC/BLC is authorized to review
- Variances to remove grand trees in historic districts
- Alterations of archaeological sites
- Land Use recommendations

ACCELA CITIZEN ACCESS PORTAL

All applications shall be completed into the City of Tampa's online Accela System. Accela Citizen Access Portal (ACA) is located at aca.tampagov.net. ACA allows clients to submit new applications, upload documents, pay fees, and check the status of projects. To create an application, you must log in as a registered user.

- Select **New** → **Planning Application** → then select the appropriate board "Architecture Review Commission - Certificate of Appropriateness" or "Barrio Latino Commission - Certificate of Appropriateness".
- Complete the required fields and those that are relevant to your application.
- Select **Reports** to open and print your application form and complete the Affidavit to Authorize Agent form. **These documents must be signed and notarized.**
- Attach your notarized application and Affidavit to Authorize Agent forms, applicable drawings, and any other exhibits.

- Application fees will be applied after staff has reviewed all provided information and determined that your application is complete.

SUBMISSION FOR STAFF APPROVAL

Submission for a staff approval must be made by the owner or authorized agent. An application is considered complete when the following information has been submitted:

- Completed and notarized application
- Payment of application fee(s)
- One hard copy and a digital copy uploaded into the online Accela System of applicable exhibits, including elevations, site plans, and wall sections
- Material selection(s)
- Any additional information that staff has determined to be necessary for a sufficient review.

The ARHP Administrator has the ability to administratively approve certain scopes of work if consistent with the applicable review criteria. The following may be eligible for administrative approval:

Residential:

- Wood fences that do not require a variance from any applicable code requirements
- Demolition of a non-contributing structure
- Repair or replacement of roof with approvable materials and with no change in roof line
- Exterior repairs using original materials or materials approved by the ARC/BLC as detailed in the design guidelines
- Patio or other slab
- Paving
- Sheds and small additions of 150 square feet or less
- Appurtenant fixtures

Commercial:

- All of the above as for Residential
- Installation of signs that do not require a variance from any applicable code requirements
- Rehabilitation of storefront alterations
- Location of street furniture
- Landscaping
- Handicapped access

SUBMISSION FOR A PUBLIC HEARING

PRE-APPLICATION REVIEW

To make an appointment with the ARHP staff to discuss the specific requirements for your project, call (813) 274-3100 (Option 3). Each project is reviewed on a case by case basis, using the Design Guidelines, *The Secretary of the Interior's Standards for Rehabilitation*, and the City of Tampa Code of Ordinances as standards for review.

A pre-application review is generally required for rehabilitations, expansion of existing structures, and new construction. The pre-application review can occur when the applicant has identified the project concept and completed a schematic design. During this review, staff will discuss compliance with the above standards.

Prior to being scheduled for a Public Hearing date, a complete application (including payment) must be submitted into the online Accela System, along with the exhibits necessary for review.

The schedules for ARC and BLC Public Hearings can be obtained from the ARHP office or online at <http://www.tampagov.net/Historic-Preservation/>.

The procedures for a Certificate of Appropriateness provide for a design/development review by the Historic Preservation Development Review Committee (HPDRC) and a preliminary and final review by the ARC/BLC.

SUBMITTIAL OF APPLICATION

All applications requiring review by the ARC/BLC must be made by the owner or authorized agent and shall be submitted by the application deadline. An **application is considered complete** when the following information has been submitted:

- Completed and notarized application
- Payment of application fee(s)
- Plans submittal:
 - **Residential:** One hard copy (24" x 36") and a digital copy uploaded into the online Accela System.
 - **Commercial:** One hard copy (24" x 36") and a digital copy uploaded into the online Accela System.
 - Site plan (1"=10'), including identification of existing and proposed construction, setback dimensions, mechanical equipment (heating, ventilation and air conditioning equipment, water heater, etc.), sidewalks, curbs, streets, and trees, and structures within 20' of the proposed project
 - Elevations (¼"= 1'), including identification of existing and proposed construction, height of structure, and architectural details of elements of the building drawn to scale
 - Architectural wall section through a window at ¾" = 1' or larger
 - Material selection(s), including samples as required by the ARHP Administrator
 - Complete demolition plan, when the project includes new construction or an addition to an existing structure
 - Measurement of first floor elevation for new construction

Note: All drawings shall use the **heavy** "black line" method of reproduction and be drawn clearly for presentation.

After a completed application is submitted, you will be assigned a case number and time to attend the Historic Preservation Development Review and Compliance meeting (HPDRC).

HISTORIC PRESERVATION DEVELOPMENT REVIEW AND COMPLIANCE MEETING

The purpose of a HPDRC meeting is to provide technical assistance and guidance to the applicant in order to achieve compliance with the Design Guidelines, *The Secretary of the Interior's Standards for Rehabilitation*, and the City of Tampa Code of Ordinances.

At the HPDRC meeting, you will receive comments from City staff regarding items that should be addressed in your application.

PUBLIC NOTICE

At the HPDRC meeting, you will also receive further information regarding your public notice requirements, including sign(s) for posting on your property and any mailed notice requirements. ***All public notice requirements must be completed 30 days prior to your Public Hearing date.***

EXHIBITS DUE

One hard copy submitted to the Architectural Review & Historic Preservation Office and a **digital copy** uploaded under your record into the online Accela System of revised drawings are required to be submitted by the **Exhibits Due Date**. Proof of the required public notice is also due at this time. After a review of the final drawings, you will receive a staff report prior to the Public Hearing date to which you have been assigned.

It is the responsibility of the owner or authorized agent to submit the revised drawings and proof of the required public notice by the Exhibits Due Date in order to be considered complete and for the application to appear on the Public Hearing Agenda. In the event that the submission and procedural requirements are not met, the application will be considered to be incomplete and unable to proceed through the Public Hearing process.

PUBLIC HEARING

The purpose of the Public Hearing is to provide the property owner or authorized agent with an opportunity to have input with regard to discussion about property improvements and present specific facts concerning the application, and to obtain input from affected property owners.

The ARC/BLC will review applications for Certificates of Appropriateness, Ad Valorem Tax Exemptions, Variances, and Land Use Recommendations at the Public Hearing.

It is the responsibility of the applicant to provide all the information the ARC/BLC needs to make a decision on the proposed request. Generally, the following information shall be presented at the Public Hearing:

- Materials to be presented shall be legible from 20 feet. Because Public Hearings are televised, one easel must be used for the entire presentation.
- The “Wolf” monitor can be used for photographs, architectural details, and specific items unique to the presentation.
- The “Wolf” monitor cannot be used to present the **required size** drawings for site plans, elevations, or wall sections.
- The ARHP staff will provide a photo essay of the proposed project at the Public Hearing. If a case requires specific photos, the agent can present additional photos at the Public Hearing.
- Do not distribute individual handouts to the Commissioners at the Public Hearing.
- PowerPoint presentations must be submitted **one week** prior to the Public Hearing.

Once the ARC/BLC decision has been made at the Public Hearing, an aggrieved petitioner may petition for a review as outlined in Chapter 27, Section 27-61.

Prior to submitting to the Construction Services Division for their review and permits, **one hard copy submitted to the Architectural Review & Historic Preservation Office** and a **digital copy** uploaded under your ARC/BLC record into the online Accela System of the final construction drawings are required to be stamped for a **Certificate of Appropriateness**.

Please call (813) 274-3100 (Option 3) to schedule an appointment to have your final construction drawings reviewed and stamped.