



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 alteration, demolitions, relocation, 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) Office at **(813) 274-3100 (Option 3)** if you have additional questions or need further 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 Standard for Rehabilitation and Division 4, City of Tampa Code of Ordinances** prior to initiating drawings. It is recommended you contact the staff when a project is first contemplated.

Only an owner or authorized agent of the owner 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 Applications (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 required to review**
- **Variances to remove protected or grand trees in historic districts**
- **Alterations of archaeological sites**
- **Land Use Recommendations**

SUBMISSION FOR STAFF APPROVAL

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

- Completed and notarized application
- Payment of application fee(s)
- Three (3) sets of applicable materials, 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 can approve the following requests:

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
- Exterior repairs using original materials or materials approved by the ARC/BLC as detailed in the design guidelines
- Patio or other slab
- Paving

Commercial:

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

SUBMISSION FOR A PUBLIC HEARING

Make an appointment with the ARHP staff to discuss the specific requirements for your project (813) 274-3100. Each project is reviewed on a case by case basis, using the Design Guidelines, The Secretary of Interior's Standards, and 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 has completed a schematic design. During a pre-application review, the staff will review compliance with the design guidelines.

Prior to being scheduled for a Public Hearing date, a complete application (including payment) must be submitted.

An application and schedule of public hearings can be obtained from the ARHP Office or online at <http://www.tampagov.net/Historic-Preservation/>.

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

SUBMITTAL OF APPLICATION

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

- Completed and notarized application
- Payment of application fee(s)
- Plan Submittal
 - **Residential:** Six (6) hard copies (**24" x 36"**) and one (1) digital copy
 - **Commercial:** Seven (7) copies hard copies (**24" x 36"**) and one (1) digital copy
 - Site plan (1"=10'), including identification of existing and proposed construction, setback dimensions, mechanical equipment (heating, ventilation and air conditioning equipment, water heater, etc.), trees, sidewalks, curbs, streets, structures within 20' of the proposed project
 - Elevations (1/4"= 1'), including identification of existing and proposed construction, height of structure, and architectural details of elements of the building drawn to scale
 - Material selection(s), including samples when required by the ARHP Administrator
 - Architectural wall section through a window at 3/4" = 1' or larger
 - Complete demolition plan, when the project includes new construction or addition to an existing structure
 - Measurement of first floor elevation

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 Committee meeting (HPDRC).

HISTORIC PRESERVATION DEVELOPMENT REVIEW COMMITTEE

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

At the HPDRC, you will receive comments from City staff regarding items that should be addressed in your application. You will also receive further information regarding notice requirements, including sign(s) for posting on your property. ***All notice requirements must be completed 30 days prior to your Public Hearing Date.***

Following the HPDRC, you will receive a staff report for the Public Hearing to which you have been assigned. Ten (10) hard copies and one (1) digital copy of revised drawings will be required to be submitted to the ARHP Office by the **Exhibit Due date**.

It is the responsibility of the owner/agent to submit the revised drawings by the exhibit due date in order to avoid an automatic continuance to the next public hearing date.

PUBLIC HEARING

The purpose of the Public Hearing is to provide the property owner with an opportunity to have input with regard to discussion about property improvements, 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 of the television cameras, one easel shall 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 plan, elevations, or wall section.
- 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. Everyone in the meeting room must have the opportunity to view your documents.
- Power point presentations must be submitted **one week** prior to the Public Hearing.

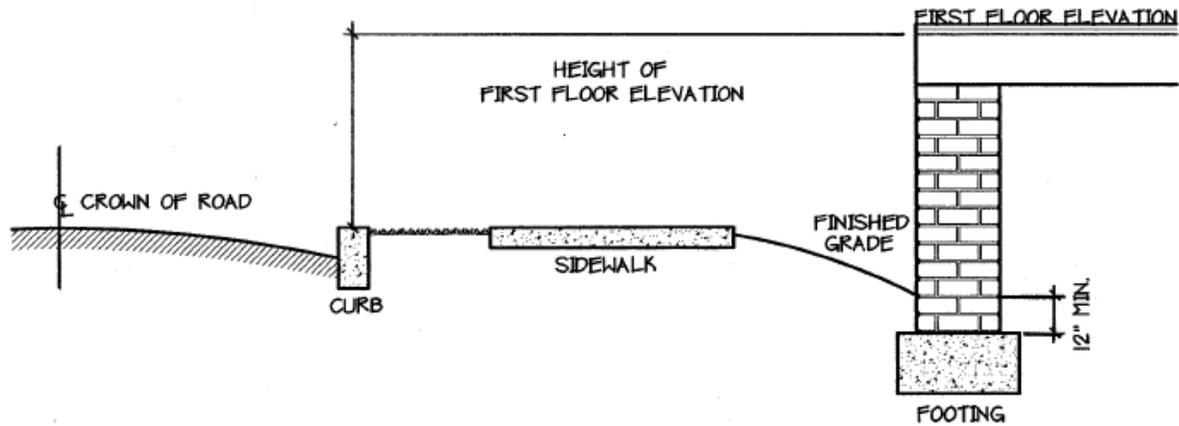
Once the ARC/BLC decision has been made at the Public Hearing, an aggrieved petitioner may petition for a review as outlined in Chapter 27, Section 27-61.

Prior to submitting to the Construction Services Division for their review and permits, **three (3) sets (two sealed and one unsealed)** of final construction drawings are required to be stamped for a **Certificate of Appropriateness** from the ARHP Office

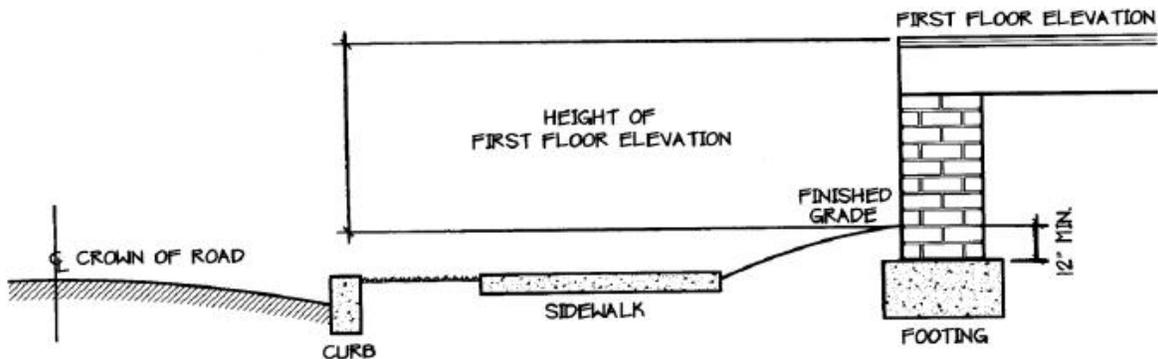
Please call (813) 274-3100 (Option 3) to set up an appointment to have your final construction drawings reviewed and stamped.

MEASUREMENT OF FLOOR ELEVATION

When the finished grade is below the sidewalk, curb, or crown of paved road, the first floor elevation shall be measured from the sidewalk, top of curb, or crown of paved road, as determined by the ARC/BLC, to the finished first floor elevation.



When the finished grade is above the sidewalk, curb, or crown of paved road, the first floor elevation should be measured from the finished grade to the finished first floor elevation.



- Actual first floor elevation to be determined on a case by case basis.
- Elevation to be taken at the front entrance to the building and on a line perpendicular to the street.
- Finished grade is measured a minimum of twelve inches above the top of footing.
- First level elevation shall be clearly shown on site plan and elevation submitted for approval.
- If required by the ARC/BLC, the contractor shall demonstrate the final elevations by a certified drawing by registered land surveyor confirming the elevations.