

SUBMISSION TO THE ARCHITECTURAL REVIEW COMMISSION

Chapter 27, Article II, Division 4, Subdivision 2, Section 27-113, City of Tampa Code of Ordinances states in pertinent part that the Architectural Review Commission 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 property in a multiple property designation, historic conservation overlay district or historic districts.

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

THE PROCESS

The applicant shall be familiar with the **appropriate "Design Standards" (i.e. Hyde Park, Seminole Heights or Tampa Heights), "The Secretary of the Interior's Standard for Rehabilitation" and "Chapter 27, Section 27-111, City of Tampa Code of Ordinances"** prior to initiating drawings. These documents can be purchased from the Architectural Review & Historic Preservation Office. It is recommended you contact the staff when a project is first contemplated.

Types of requests:

- **Certificate of Appropriateness for rehabilitation of existing structures**
- **Certificate of Appropriateness for new construction, including expansion of existing structures and accessory structures**
- **Certificate of Appropriateness for signs, fences, site improvements, street furniture, public improvements and other such items**
- **Certificate of Appropriateness for Relocation of Structures**
- **Certificate of Appropriateness for Demolition of Structures**
- **Ad Valorem Property Tax Exemption Applications – please note that tax exemption applications can not be accepted once construction has been initiated**
- **Dimensional Variances for all yard (setback), fence, and buffer requirements; height of structures or other matters as the ARC may be required to pass upon**
- **Variances from any sign-related provision**
- **Variances to trim or remove protected or grand trees**
- **Alterations of archaeological sites**

SUBMISSIONS FOR STAFF APPROVAL

Submission for a staff approval must be made in person by the owner or assigned agent at the Architectural Review & Historic Preservation Office. An application is considered complete when the following information has been submitted:

- Completed and notarized application
- Payment of application fee(s)
- If applicable, a complete set of elevations, floor plans and wall sections or snapshots
- Material Selection(s)

The Architectural Review & Historic Preservation Administrator for ARC 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 Architectural Review & Historic Preservation staff as detailed in the design standards.
- Patio or other slab
- Paving

Commercial:

- Installation of signs that do not require a variance from any applicable code requirements
- Wood fences that do not require a variance from any applicable code requirements.
- Demolition of a non-contributing structure, which has been verified within the last 6 months
- Repair or replacement of roof
- Exterior repairs using original materials or materials approved by the Architectural Review & Historic Preservation staff as detailed in the design standards
- Patio or other slab
- Paving
- Remodeling of storefront or office alterations
- Location of street furniture
- Landscaping
- Handicapped access

SUBMISSION FOR A PUBLIC HEARING

Make an appointment with the Architectural Review & Historic Preservation 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 Standards, The Secretary of Interior's Standards, and City of Tampa Codes as standards for approval.

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 standards and broad issues such as materials, mass and scale.

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

An application and schedule of public hearings can be obtained from the Architectural Review & Historic Preservation Office:

- by calling (813)274-3100
- by written request
- online at www.tampagov.net/dept_historic_preservation
- in person at 1400 N. Boulevard, Tampa, Florida 33607.

The ARC 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.

During final review, detailed design issues and materials are reviewed. The ARC approves variances, site plans, exterior elevations, exterior materials and architectural wall sections.

SUBMITTIAL OF APPLICATION

All applications requiring approval by the ARC must be made in person by the owner or assigned agent and shall be submitted by the application deadline date to the Architectural Review & Historic Preservation 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*
 1. 5 copies of (24" x 36") site plan with elevations and one complete set, including identification of existing and proposed construction, height of structure, setback dimensions, mechanical equipment (heating, ventilation and air conditioning equipment, water heater, etc.) sidewalks, curbs, street, structures on adjacent sites and across the street at 1"=10'-0"
- Plan Submittal – *Commercial*
 1. 6 copies of (24" x 36") site plan with elevations and one complete set, including identification of existing and proposed construction, height of structure, setback dimensions, mechanical equipment (heating, ventilation and air conditioning equipment, water heater, etc.) sidewalks, curbs, street, structures on adjacent sites and across the street at 1"=10'-0"
- Material Selection(s).
- All elevations and floor plans applicable to the request at 1/4"= 1.0'
- Complete demolition plan, when the project includes new construction or addition to an existing structure.
- Information about the building materials to be used, including samples when required by the Architectural Review & Historic Preservation Administrator for ARC
- Architectural wall section at 3/4" = 1.0' or larger
- Architectural details of elements of the building drawn to scale
- Measurement of floor elevation
- Variance requests also require copies of the site plan.

Note: All drawings will use the **heavy** "black line" method of reproduction.

Only an owner, or authorized agent of the owner, of a specific piece of real property may make an application to the ARC. 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**.

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) and a sign for posting. All sign postings are required 30 days prior to your Public Hearing Date.

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 Standards and the *Secretary of Interior's Standards*.

Following the HPDRC, you will receive a staff report and an agenda for the Public Hearing to which you have been assigned.

Nine (9) copies of revised drawings will be required to be submitted to the Architectural Review & Historic Preservation 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 will review applications for a Certificate of Appropriateness, Ad Valorem Tax Applications, Variances and Administrative Appeals at the Public Hearing. All applications presented at a Public Hearing must be properly noticed to the public in order to be heard by the ARC.

It is the responsibility of the applicant to provide all the information the ARC needs to make a decision on the proposed request. Generally you will need the following information to present at the Public Hearing:

- Materials to be presented shall be legible from 15 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 can not be used to present the **required size** drawings for site plan, elevations, or wall section.
- The Architectural Review & Historic Preservation staff will provide a “photo essay” of the proposed project at the ARC 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.

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

A project is not considered approved until a Certificate of Appropriateness has been granted by the ARC and all documents have been stamped.

Four (4) sets of final construction drawings are required to be stamped for a **Certificate of Appropriateness** from the Architectural Review & Historic Preservation Office **prior** to submitting to the Construction Services Division for their review and permits.

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