

SUBMISSION TO THE TAMPA BARRIO LATINO COMMISSION *Adopted June 1998*

Chapter 27, Article II, Division 4, Subdivision 1 (Ybor City Historic District), Section 27-95(i), City of Tampa Code of Ordinances states in pertinent part that the Barrio Latino Commission shall have "...control of the erection, alteration, addition, repair, removal or demolition of any new or existing buildings and structures..." within Ybor City Local Historic District.

This document was prepared to assist applicants (owners or agents) in understanding the Barrio Latino Commission (BLC) review process. Items covered include the most frequent concerns and questions. Please call the 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 "Ybor City Design Guidelines" "The Secretary of the Interior's Standard for Rehabilitation" and "Chapter 27, Section 27-91, City of Tampa Code of Ordinances"** prior to initiating drawings. It is recommended you contact the Architectural Review & Historic Preservation 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 properties located in Ybor City Historic District**
- **Variances to trim or remove protected or grand trees in the historic districts**

The BLC procedures for Certificate of Appropriateness provide for design review committee meeting, preliminary and final review. The preliminary review is generally required for major rehabilitations, expansion of existing structures and new construction. Preliminary review occurs when the applicant has identified the project concept and has completed a schematic design. During preliminary submission, the BLC will review compliance with the design guidelines and broad issues such as materials, 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. The BLC approves the site plans, exterior elevations, exterior materials, architectural details and typical wall sections.

Approximately half of the cases submitted to the BLC can be approved by staff. New construction, relocations, demolitions, and additions must be presented at the BLC Public Hearing.

OBTAINING AN APPLICATION

An application for submission to the BLC can be obtained

- 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.

When requesting an application, state the nature of the request being made to the BLC. **Applications cannot be faxed.**

SUBMISSIONS FOR STAFF APPROVAL

The Architectural Review & Historic Preservation staff can approve the following requests:

- driveways
- foundation enclosures/repairs
- patio repairs
- roof repairs/replacement
- satellite dishes
- solar collectors
- swimming pools
- repair/replacement of exterior building material
- wall/fence repair or replacement.
- Painting

Submission requirements for Staff Approval:

Submission to the BLC 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 to the file:

- Completed and notarized application
- Payment of application fee(s)
- A complete set of appropriate drawings or snapshots

The BLC shall hear an appeal of a staff decision.

SUBMISSIONS FOR PUBLIC HEARING BEFORE THE BARRIO LATINO COMMISSION

In order for the applicant to have the benefit of a **Design Review Committee** meeting to determine completeness of the application, it is requested that all applications be made at least forty-five (45) days prior to the Public Hearing. A schedule of all Design Review Committee meetings and Public Hearings are available from the Architectural Review & Historic Preservation Office.

Only a bonifide owner, or authorized agent of the owner, of a specific piece of real property may make application to the Commission. If the owner of the property wishes to designate an agent, an **affidavit to authorize agent** must be submitted and properly notarized **prior to application submittal**. If the affidavit is incomplete, the request shall **not** be heard at the Public Hearing.

Submission requirements for Public Hearing before the Barrio Latino Commission:

All applications requiring approval by the BLC 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 BLC
- 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.

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

At least three steps are required to receive approval from the Barrio Latino Commission:

1. **Preliminary appointment with Architectural Review & Historic Preservation staff to discuss the project and to make submission**
2. **Design Review Committee meeting**
3. **Public Hearing**

PRELIMINARY APPOINTMENT

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 Guidelines, The Secretary of Interior's Standards, and Tampa Code of Ordinances as standards for approval.

DESIGN REVIEW COMMITTEE MEETING

The purpose of a Design Review Committee (DRC) meeting is to assist the applicant in obtaining informal design advice and to determine the completeness of the application submitted. A group of the commissioners will review the project and make suggestions at this meeting. The Design Review Committee's opinion is not official or binding upon the Commission at any time.

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

- Provide Site plan including identification of existing and proposed construction, height of structure, setback dimensions, mechanical equipment (a/c, 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"
- Measurement of floor elevation *
- Complete demolition plan

A copy of all of the above that are presented at the Design Review Committee meeting must be submitted to the Architectural Review & Historic Preservation Staff **prior to the presentation. All exhibits shall be legible from 15 feet.**

Following the Design Review Committee meeting, you will receive from this office a record of the discussed items/recommendations and the Public Hearing Agenda.

PUBLIC HEARING

The Public Hearing is where all major projects within Tampa's Ybor City Historic District are presented. 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 BLC will review applications for a Certificate of Appropriateness, Ad Valorem Tax Applications and Variances at the Public Hearing. All applications presented at the Public Hearing must be properly noticed to the public.

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 at the Public Hearing:

- Provide Site plan including identification of existing and proposed construction, height of structure, setback dimensions, mechanical equipment (a/c, water heater, etc.), sidewalks, curbs, street, structures on adjacent sites and across the street at 1"=10'-0"
- All elevations and floor plans applicable to the request at 1/4"= 1.0'
- Architectural details of elements of the building drawn to scale
- Typical wall section at 3/4" = 1.0' or larger
- Measurement of floor elevation *
- Variance requests also require one copy of the site plan reduced to a sheet **no larger than 11 x 17"**
- Complete demolition plan

A copy of all of the above that shall be presented at the Public Hearing must be submitted to the Architectural Review & Historic Preservation Office by the **exhibit due date prior** to the Public Hearing in an envelope no larger than 8½" x 14" with the case number written on the envelope. The sample material palette and any other large exhibits shall be photographed at approximately 8½" x 11". Exhibits that are not submitted in time will be delayed to the next Public Hearing. Do not distribute individual handouts to the commissioners at the Public Hearing. Because this is a Public Hearing, everyone in the meeting room must have the opportunity to view your documents.

The 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 cannot be used to present the required site plan, elevations, or wall section.
- Photographs, architectural details, and specific items unique to the presentation can use the "Wolf" monitor.
- The Architectural Review & Historic Preservation staff will provide a "photo essay" of the proposed project at the BLC Public Hearing. If a case requires specific photos, the agent can present additional photos at the Public Hearing.
- PowerPoint presentations can not be employed because of time limitations.

Experience has shown that applicants who come to the BLC Public Hearing with complete drawings, and appropriate background data receive approval from the review process in a timely manner. The Architectural Review & Historic Preservation staff is available to assist in the organization of the presentation. Please consult staff for unique situations.

Tampa Code of Ordinances, Design Guidelines and the Secretary of Interior's Standards for Rehabilitation and maps of the historic districts may be purchased from the Architectural Review & Historic Preservation Office. These items provide applicants with detailed information that assists in the preparation of project(s).

Once the 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.

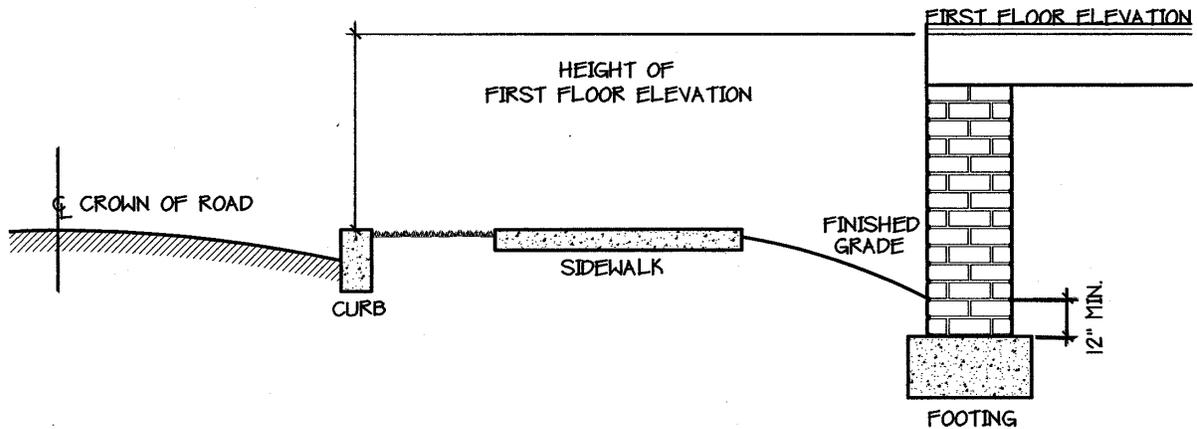
A project is not considered approved until a Certificate of Appropriateness has been granted by the BLC and all documents have been stamped.

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 Service Division for their review and permits.

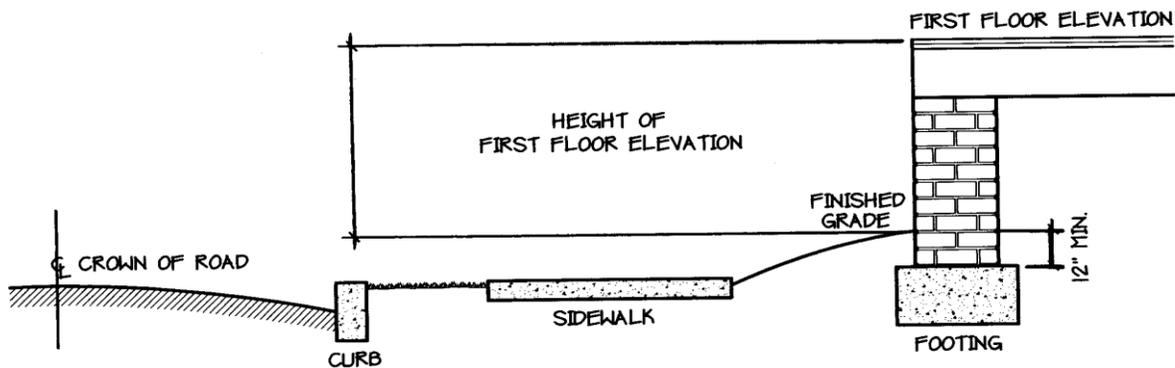
Please call (813)274-3100 to set up an appointment to have your final construction drawings reviewed and stamped.

* 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 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 level 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 BLC, the contractor shall demonstrate the final elevations by a certified drawing by registered land surveyor confirming the elevations.