



CITY OF TAMPA
PLANNING & DEVELOPMENT
ARCHITECTURAL REVIEW COMMISSION /BARRIO LATINO COMMISSION
HISTORIC PROPERTY AD VALOREM TAX EXEMPTION

APPLICATION SUBMITTAL & CHECKLIST

All projects will be reviewed and evaluated for conformance with the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. The ten Standards for Rehabilitation (*see back*) are broadly worded to guide the improvement of all types of historic properties. The incorporation of materials should be sensitive to the historic context of the structure. Materials and fixtures (lighting, hardware, fixtures, etc...) incorporated into the historic structure should be representative of a design which reflects the period of historic significance. In the event that an addition to the subject property has been approved, the compatibility of the original features should be related to those being introduced into the new areas of the structure.

Eligibility:

1. *Pre-Construction/rehabilitation approval prior* to initiating any demolition, construction or alterations to the structure.
2. Expend a minimum of \$10,000.00
3. Structures identified as contributing within a Local Historic District, National Historic District and/or a Local Landmark listed in the National Register of Historic places.

The Historic Property Ad Valorem Tax Exemption program establishes a procedure for an owner of residential or commercial historic properties to apply for a tax exemption on the portion of ad valorem taxes levied by the City of Tampa and Hillsborough County for a period up to ten (10) years. (Ordinance #93-137, as amended by Ordinance #97-4 and F. S. 196.1997)

Upon submittal of **Part I-Section 1** and **Part I - Section 2** of the application, the Hillsborough County Property Appraiser’s Office will be notified to conduct a preconstruction/rehabilitation assessment prior to improvements. This assessment will be used as a baseline for the completed improvements (**Part II – Section 3**) (F.S. 196.1997). For additional information pertaining to property values and assessments contact the Hillsborough County Property Appraiser’s Office at (813)272-6100.

Once **Part II-Section 3-Completed Work** has been approved, the applicant will enter into a Historic Property Tax Exemption Covenant with City of Tampa and Hillsborough County. This Covenant is a commitment by the property owner that they will properly maintain the property and improvements for the full ten (10) year period of the tax exemption.

PUBLIC HEARING DATE: _____

ARC/BLC# _____

ARC AT 6:00 P.M. AT OLD CITY HALL, 315 KENNEDY BLVD., 3RD FL, TAMPA, FL.
BLC AT 9:00 A.M. AT OLD CITY HALL, 315 KENNEDY BLVD., 3RD FL, TAMPA, FL.

- APPLICATION FORM INCLUDING AN AFFIDAVIT TO AUTHORIZE AGENT (See Attachment)**
- APPLICATION FEE \$250.00 (All Checks are made payable to the City of Tampa)**

PLEASE CHECK APPLICABLE SUBMITTAL: (2) BOUND COPIES AND ONE LOOSE IS REQUIRED FOR ALL SECTIONS)

- PART I/PRE-CONSTRUCTION-SECTION 1 – DETERMINATION OF PROPERTY ELIGIBILITY**
- PART I/PRE-CONSTRUCTION- SECTION 2 – DESCRIPTION OF ALL PROPOSED IMPROVEMENTS**
- ALL ELEVATIONS AND FLOOR PLANS APPLICABLE TO THE REQUEST @ ¼” = 1’- 0”, OR A SCALE AS APPROVED BY THE ARC/BLC ARE TO BE SUBMITTED WITH PART I ONLY.**
- PART II – SECTION 3 – COMPLETED WORK (ONLY APPLICABLE WHEN PART I-SECTIONS 1 AND 2 ARE COMPLETED).**

POSTING OF SIGN DEADLINE:

- Post the sign in front of the property and take two photographs – one close up and legible and one showing sign location from the street (submit on or before *Exhibit Due Date*).**

ARCHITECTURAL REVIEW COMMISSION /BARRIO LATINO COMMISSION HISTORIC PROPERTY AD VALOREM TAX EXEMPTION

Secretary of the Interior's Standards for Rehabilitation:

“Rehabilitation” as used herein is defined as *“the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural and cultural values.”* These Standards are to be applied to specific rehabilitation projects in a reasonable matter, taking into consideration economic and technical feasibility.

Standard 1: A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

Standard 3: Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or adding architectural elements from other buildings, shall not be undertaken.

Standard 4: Most properties change over time; those changes that have acquired historic significance in their own right shall be preserved.

Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be retained and preserved.

Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

Standard 7: Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

Standard 8: Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

Standard 9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize a property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

Standard 10: New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



**CITY OF TAMPA
PLANNING & DEVELOPMENT
ARCHITECTURAL REVIEW COMMISSION/BARRIO LATINO COMMISSION
HISTORIC PROPERTY AD VALOREM TAX APPLICATION**

TO BE COMPLETED BY ARCHITECTURAL REVIEW & HISTORIC PRESERVATION STAFF

ARC/BLC# _____ Receipt No.: _____ Date Received _____ Verification Legal Description

Public Hearing Date: _____ Initials: _____

BUILDING/PROPERTY ADDRESS: _____

PROPERTY OWNER: _____ **DAYTIME PHONE#:** _____

OWNER MAILING ADDRESS: _____ **FAX#:** _____

CITY, STATE: _____ **Email:** _____

ZIP CODE: _____ **CELL#:** _____

AUTHORIZED AGENT: _____ **Email:** _____

COMPANY: _____ **FAX:** _____

AGENT ADDRESS: _____ **DAYTIME PHONE:** _____

CITY, STATE: _____ **CELL:** _____

ZIPCODE: _____

ZONING DISTRICT: _____ **TAX FOLIO NUMBER:** _____

CURRENT USE: _____ **PROPOSED USE:** _____

LEGAL: BLOCK _____ **LOTS** _____ **SUBDIVISION** _____

Hyde Park ___ Seminole Heights ___ Tampa Heights ___ Ybor City ___ Local Landmark ___ National Listing ___

PLEASE CHECK ONE:

- PART I – PRECONSTRUCTION /SECTION 1**
- PART I – PRECONSTRUCTION /SECTION 2**
- PART II – COMPLETED WORK – SECTION 3**

The Architectural Review Commission & Barrio Latino Commission will act on complete applications only. The owner and/or agent are required to attend the Public Hearing. All presentations are to be made as delineated in "Submission to the Architectural Review Commission/Barrio Latino Commission."

I hereby certify that the information on this application is true and complete.

SIGNED (Property Owner/Agent)
Sworn to and subscribed before me this _____ day of _____, 20____.

SIGNED (Property Owner/Agent)

Notary Public, State of Florida

My Commission Expires: _____

"In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at least forty-eight (48) hours prior to the date of the meeting."



**CITY OF TAMPA
PLANNING & DEVELOPMENT
ARCHITECTURAL REVIEW COMMISSION/BARRIO LATINO COMMISSION
AFFIDAVIT TO AUTHORIZE AGENT**

STATE OF FLORIDA - COUNTY OF HILLSBOROUGH

_____ who reside(s) at
(NAME OF ALL PROPERTY OWNERS)

_____ **(PHONE NUMBER)**

being first duly sworn, depose(s) and say(s):

1. That (I am/we are) the owner(s) and record title holder(s) of the following described property:
Address or General location _____

2. That this property constitutes the property for which a request for a: **(NATURE OR REQUEST)**

is being applied to the Architectural Review Commission/Barrío Latino Commission, Tampa, Florida;

3. That the undersigned (has/have) appointed and (does/do) appoint: Name _____
Address _____ Phone(_____) _____
as (his/their) agent(s) to execute any petitions or other documents necessary to affect such petition;

4. That this affidavit has been executed to induce the City of Tampa, Florida to consider an act on the above described property;

5. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

SIGNED **(Property Owner)**

SIGNED **(Property Owner)**

SIGNED **(Property Owner)**

SIGNED **(Property Owner)**

Sworn To and Subscribed before me

My Commission Expires:

this _____ day of _____, 20 _____

NOTARY PUBLIC