

Historic Preservation Property Tax Exemption Application



FDOS Form No. HR3E101292, rev. 09-03-00 with local historic preservation office template

Preconstruction Application

For historic properties in unincorporated Pinellas County, Florida

Instructions: Please fill out the form below by typing or printing clearly in black ink. Applications will not be evaluated until all required information, signatures, and supplementary materials are submitted.

A. GENERAL INFORMATION (to be completed by all applicants)

1. Property identification/location:

Address of subject property _____

Property Identification Number (from tax records) _____

2. Type of ad valorem tax exemption requested:

- Standard exemption for owners of historic properties (Chapter 196.1997, F.S.)
- Exemption for historic properties used for nonprofit or governmental purpose and are regularly open to the public (Chapter 196.1998, F.S.) Also complete section **Y** below.

3. Applicant/owner information:

Applicant name (individual person) _____

Organization name (if applicable) _____

Mailing address _____

City _____ State _____ Zip code _____

Daytime telephone number _____

E-mail address _____

Owner name (if different than applicant) _____

- Check here if the subject property is in multiple ownership and attach a list of all owners with their mailing addresses.
- Check here if the applicant is not the property owner and attach a written statement signed by the property owner(s) confirming the applicant as the authorized agent for the project.

4. Owner/authorized agent attestation:

I hereby attest that the information provided in this application is accurate, to the best of my knowledge, and that I own the property described above or that I am the authorized agent for the property owner as indicated in the signed written statement attached. Furthermore, by submission of this application, I agree to allow access to the property by representatives of Pinellas County for the purpose of verifying the information provided in this application. I also understand that, if the requested exemption is granted, I will be required to enter into a

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covenant with Pinellas County in which I must agree to maintain the character of the property and the qualifying improvements for the term of the ad valorem tax exemption.

Signature _____

Printed name _____ Date _____

B. EVALUATION OF PROPERTY ELIGIBILITY

1. Historic designation: (check all that apply)

- Individually listed on the National Register of Historic Places
- A locally-designated historic property or landmark
- A contributing historic property in a National Register Historic District
- A contributing historic property in a locally-designated historic district

Name of the individual property or historic district _____

2. Building information:

Date of construction _____ Date(s) of major alteration(s) _____

Has the building been moved? Yes No Date of relocation _____

C. DESCRIPTION OF IMPROVEMENTS (to be completed by all applicants)

1. Property use:

Use(s) before proposed improvements: _____

Uses(s) after proposed improvements: _____

2. Proposed project work:

Instructions:

- Describe all proposed work associated with the project in the spaces provided below. Attach additional sheets, if needed.
- All work must conform to the *Secretary of the Interior's Standards for Historic Rehabilitation and Guidelines for Rehabilitation* (see page 8) and will be reviewed accordingly.
- Provide photographs documenting existing conditions for all architectural and site features to be repaired or replaced.
- Provide plans and drawings to show proposed improvements including all site work, exterior alterations, and new construction.
- If no work is proposed for the feature or work item, enter '*Not Applicable*' as the response.
- In the event of any discrepancy between the submitted application form and supplementary materials (plans, drawings, specifications, etc.), the application form shall take precedence.

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2. Proposed project work (continued):

Existing building, Roof material

Approximate age/date: _____ Repair or replacement: _____

Existing roof material (attach photo): _____

Proposed roof material (attach specs/cutsheet): _____

Condition & description of work:

Photo #: _____ Drawing #: _____

Existing building, Roof structures (dormers, cupolas, vents, etc.)

Approximate age/date: _____ Repair or replacement: _____

Existing materials (attach photo): _____

Proposed materials (attach specs/cutsheet): _____

Condition & description of work:

Photo #: _____ Drawing #: _____

Existing building, Chimneys

Approximate age/date: _____ Repair or replacement: _____

Existing chimney material (attach photo): _____

Proposed chimney material (include specs/sample): _____

Condition & description of work:

Photo #: _____ Drawing #: _____

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2. Proposed project work (continued):

Existing building, Exterior wall material

Approximate age/date: _____ Repair or replacement: _____

Existing material (attach photo): _____

Proposed material (attach specs/samples): _____

Condition & description of work:

Photo #: _____ Drawing #: _____

Existing building, Cornices & trimwork

Approximate age/date: _____ Repair or replacement: _____

Existing material (attach photo): _____

Proposed material (attach profiles/samples): _____

Condition & description of work:

Photo #: _____ Drawing #: _____

Existing building, Porches & entrances

Approximate age/date: _____ Repair or replacement: _____

Existing material (attach photo): _____

Proposed material (attach specs/samples/cutsheets): _____

Condition & description of work:

Photo #: _____ Drawing #: _____

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2. Proposed project work (continued):

Existing building, Windows & shutters

Approximate age/date: _____ Repair or replacement: _____

Existing material (attach photo): _____

Proposed material (attach specs/cutsheets): _____

Condition & description of work:

Photo #: _____ Drawing #: _____

Existing building, Exterior doors

Approximate age/date: _____ Repair or replacement: _____

Existing material (attach photo): _____

Proposed material (attach specs/cutsheets): _____

Condition & description of work:

Photo #: _____ Drawing #: _____

Existing building, Foundation

Approximate age/date: _____ Repair or replacement: _____

Existing material (attach photo): _____

Proposed material (attach specs/samples): _____

Condition & description of work:

Photo #: _____ Drawing #: _____

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2. Proposed project work (continued):

New additions (floor plans & elevation drawings are required)

Addition footprint (sq. ft.): _____ Total floor area (sq. ft.): _____

Roof material (attach specs/cutsheet): _____

Chimneys & roof structures (attach specs/samples/cutsheets): _____

Exterior wall material (attach specs/samples): _____

Cornices & trimwork (attach profiles/samples): _____

Windows & shutters (attach specs/cutsheets): _____

Exterior doors (attach specs/cutsheets): _____

Foundation (attach specs/samples): _____

Proposed demolition:

Photo #: _____ Drawing #: _____

Site improvements (sheds, walkways, patios, parking areas, fences, walls, etc.)

Existing significant site features: _____

Approximate age/date: _____ Repair or replacement: _____

Proposed new site features: _____

Proposed materials (attach product cutsheets & samples): _____

Condition & description of work:

Photo #: _____ Drawing #: _____

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2. Proposed project work (continued):

Systems & services (exterior only)

Fire exits & escapes (attach detail drawing & material): _____

Electrical panels & service (provide description, locations; attach cutsheet): _____

Water & sewer utilities (provide description & location): _____

HVAC (provide location; attach cutsheet): _____

Refuse & waste (provide location & method of screening/enclosure): _____

Ventilation (provide location of ductwork & units; attach cutsheet): _____

Generators & other equipment (provide description, locations; attach cutsheet): _____

Signage (provide locations; attach color artwork with dimensions): _____

Additional description:

Photo #: _____ Drawing #: _____

Other features

Feature description: _____

Approximate age/date: _____ Repair or replacement: _____

Existing material (attach photo): _____

Proposed material (attach specs/cutsheets/samples): _____

Condition & description of work:

Photo #: _____ Drawing #: _____



Preconstruction Application Review

(For Local Historic Preservation Office use only)

Property Address: _____ PIN#: _____

The Local Historic Preservation Office has reviewed the Preconstruction Application for Historic Preservation Property Tax Exemption as requested by the applicant for the above named property and hereby:

- Certifies that the above referenced property **qualifies** as a historic property consistent with the provisions of §196.1997 (11), F.S.
- Certifies that the above referenced property **does not qualify** for the special exemption provided under §196.1998, (11) F.S.

-AND-

- Determines that the proposed improvements to the above referenced property are **consistent** with the *Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* and the criteria set forth in Chapter 1A-38, F.A.C.
- Determines that the proposed improvements to the above referenced property are **not consistent** with the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*, and the criteria set forth in Chapter 1A-38, F.A.C.

All work not consistent with the referenced standards, guidelines, and criteria is identified in the Review Comments. Recommendations to assist the applicant in bringing the proposed work into compliance with the referenced Standards, Guidelines and criteria are provided in the Review Comments attached herein.

Signature _____ Date _____

Typed/printed name _____ Title _____

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- D. SPECIAL EXEMPTION (complete only if applying for exemption under s. 196.1998, F.S., property occupied by non-profit organization or government agency and regularly open to the public)
1. Identify governmental agency or non-profit organization occupying the building or archaeological site.
 2. How often does this organization or agency use the building or archaeological site?
 3. For buildings, indicate the total usable area of the building in square feet. (For archaeological sites, indicated the total area of the upland component in acres) square feet acres .
 4. How much area does the organization or agency use? %.
 5. What percentage of the usable area does the organization or agency use? %.
 6. Is the property open to the public? Yes No. If so, when?
 7. Are there regular hours? Yes No. If so, what are they?
 8. Is the property open by appointment? Yes No
 9. Is the property open only by appointment? Yes No

- Certifies that the above referenced property qualifies for the special exemption provided under §196.1998, F.S., for properties occupied by non-profit organizations or government agencies and regularly open to the public.
- Certifies that the above referenced property does not qualify for the special exemption provided under s.196.1998, F.S.