



CITY OF ORMOND BEACH

v3.2013

Planning Department

22 South Beach Street, Ormond Beach, FL 32174

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CERTIFICATE OF APPROPRIATENESS - APPLICATION

For Planning Department Use

Application Number

Date Submitted

APPLICATION TYPE AND FEES

	Application	Advisory Board	Total*
<input type="checkbox"/> Certificate of Appropriateness, Alteration	\$300	\$300	\$600
<input type="checkbox"/> Certificate of Appropriateness, Demolition	\$400	\$300	\$700
<input type="checkbox"/> Certificate of Appropriateness, Relocation	\$300	\$300	\$600

*The total is calculated as the Application plus approximate Advisory Board and Commission Public Notification Fees. Depending on the actual costs, Staff shall refund any remaining balance or require additional payment. Please note that for Certificates of Appropriateness for Demolition, there may be additional costs for independent consultation.

APPLICANT INFORMATION

This application is being submitted by: Property Owner Agent on behalf of Property Owner*

Name

Full Address

Telephone Email

* If this application is being submitted by a person other than the property owner, please provide the following Property Owner Information as well as a notarized letter designating you as agent.

PROPERTY OWNER INFORMATION**

Name

Full Address

Telephone Email

** If the property owner does not reside on the property for which the application refers, please provide the following details.

PROPERTY DETAILS

Full Address

Parcel ID Number

Legal Description

ALTERATION DESCRIPTION

If this application is for a Certificate of Appropriateness, Alteration, please provide a detailed description of the request and an explanation of how the request meets the U.S. Department of the Interior Secretary's Standards for Preservation and Rehabilitation.

Description:

[Empty text box for Alteration Description]

RELOCATION DESCRIPTION

If this application is for a Certificate of Appropriateness, Relocation, please provide a detailed justification for the proposed relocation.

Description:

[Empty text box for Relocation Description]

DEMOLITION DESCRIPTION

If this application is for a Certificate of Appropriateness, Demolition, please provide a detailed justification for the proposed demolition.

Description:

[Empty text box for Demolition Description]

CERTIFICATION

I hereby certify that the information provided above is true and correct to the best of my knowledge and that I am aware of the application submittal requirements and review process for this application. I hereby authorize the City of Ormond Beach Staff to visit my property and to take pictures pertaining to my request. I am aware of the required pre-application meeting and am aware that if all of the required information is not provided, my application will be continued to the next regularly scheduled meeting.

STATE OF FLORIDA _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____
as _____ (title*) for _____ (name of corporation*),
who () provided _____ as identification, or () who is personally known to me.

Notary Public, State of Florida
My Commission Expires:

* If you are executing this document on behalf of a corporation please complete the spaces with your title and the name of your company as indicated.