



City of Ormond Beach Certificate of Appropriateness

Planning Department

22 South Beach Street, Room 104, Ormond Beach, FL 32174

(386) 676-3238

www.ormondbeach.org

comdev@ormondbeach.org

INSTRUCTIONS

Certificate of Appropriateness (COA) applications are reviewed and acted upon by the Historic Landmark Preservation Board. Applicants should perform a pre-application meeting prior to submitting an application. **Assistance is available by e-mailing comdev@ormondbeach.org or calling (386) 676-3238.**

PROPERTY INFORMATION

Project Name:	
Project Address:	
Volusia County parcel number(s):	

CERTIFICATE OF APPROPRIATENESS TYPE

Alteration:	
Relocation:	
Demolition:	

APPLICANT INFORMATION (provide an authorization letter if not the property owner)

Name:	
Address:	
City, State, Zip code:	
Telephone:	
E-mail:	

PROPERTY OWNER

Same as applicant	
Name:	
Address:	
City, State, Zip code:	
Telephone:	
E-mail:	

CERTIFICATE OF APPROPRIATENESS - ALTERATION

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.

CERTIFICATE OF APPROPRIATENESS - RELOCATION

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

CERTIFICATE OF APPROPRIATENESS - DEMOLITION

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

FEE REQUIREMENT (Ordinance 2021-30 - Section 8-10 of Code of Ordinances)				
Check type	Type of Application	Application fee	Advertising fee	Total fee
	Alteration	\$300	\$300	\$600
	Relocation	\$300	\$300	\$600
	Demolition*	\$400	\$300	\$700

*Note: If deemed necessary, applicant shall pay the costs of an independent consultant.

KEY SUBMITTAL REQUIREMENTS	
1.	Completed application.
2.	Required fee.
3.	Proof of ownership.
4.	Letter of authorization, if the applicant is not the property owner.
5.	Property survey.
6.	Plot plan of the proposed improvement.
7.	Letter summary of application.
8.	If demolition is proposed, provide report from certified building inspector or structural engineer stating condition of the structure.
9.	See HLPB calendar for submittal and key application dates.
10.	Note that there is a 30 day appeal period of the HLPB decision for the building permit to be issued.

CERTIFICATION

By submitting this application, I hereby certify that the information provided is true and correct to the best of my knowledge and that I am aware of the application submittal requirements and the review process for this application. I authorize Ormond Beach staff to access the subject property during typical business hours to review the variance application.

Signature: _____

STATE OF FLORIDA

COUNTY OF _____

The forgoing 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.