



CERTIFICATE OF APPROPRIATENESS - GUIDANCE NOTES

CERTIFICATE REQUIREMENTS

A Certificate of Appropriateness is required for any of the following activities on property included in the local list of historic landmarks, archaeological sites and other such notable features, or within a designated historic district:

1. Any alteration requiring a building permit, which alteration will change the exterior appearance of any individually designated building or structure, or of any contributing property in a designated historic district; with respect to outside signs, "exterior appearance" shall be construed to mean the style, material, size and location of all such signs;
2. The demolition of any individually designated building or structure, or of any contributing property in a designated historic district;
3. The relocation of any building or structure onto an individually designated site; the relocation of any individually designated building or structure to another site; and the relocation of any building or structure into or out of any designated historic district;
4. The construction or erection of any principal, accessory building or structure in any designated historic district;
5. The demolition of any building or structure that was constructed prior to January 1, 1950; and
6. Prior to impacting any individually designated site, or any contributing property in a designated historic district, by any movement of earth whether by clearing, excavation or filling.

APPLICATION REQUIREMENTS

The following information is required on or before the application deadline:

1. The application fee (payable to the City of Ormond Beach);
2. An original deed or copy certified by the Clerk of the Circuit Court to the subject property;
3. Authorization of property owner (if applicant is not owner);
4. A survey of the property (not older than 5 years), signed and sealed by a Florida registered land surveyor;
5. A plot plan or marked up survey indicating the proposed modifications to the structure (not required for applications for demolition);
6. The application form, signed by the applicant and notarized by a Florida Public Notary; and
7. If demolition is requested, a report from a certified building inspector and/or structural engineer stating current condition of structure (at the discretion of the City).

CERTIFICATE STANDARDS

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure or site and its environment, or to use a property for its originally intended purpose;
2. The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features shall be avoided when possible;
3. All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged;
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure or site, and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected;
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be treated with sensitivity;
6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material shall match the material being replaced in composition, design, color, texture and other visual qualities;
7. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures;
8. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken;
9. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any acquisition, protection, stabilization, preservation, demolition, rehabilitation, restoration or reconstruction project;
10. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment; and
11. Wherever possible, new additions or alteration to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

PROPOSED FEATURES

Height, scale, use of materials, massing, style, setbacks, directional expression, fenestration, roof shape and site plan of the proposed building shall be visually compatible with the existing structures in a designated historic district.

RELOCATIONS

In addition to the guidelines above, issuance of Certificates of Appropriateness for Relocations shall be guided by:

1. The historic character and aesthetic interest the building, structure or object contributes to its present setting;
2. Whether there are definite plans for the area to be vacated and the effect of those plans on the character of the surrounding area;
3. Whether the building, structure or object can be moved without significant damage to its physical integrity; and
4. Whether the proposed relocation area is compatible with the historical and architectural character of the building, structure or object.

DEMOLITIONS

In addition to the guidelines above, issuance of Certificates of Appropriateness for Demolitions shall be guided by:

1. The historic or architectural significance of the building, structure or object;
2. The importance of the building, structure or object to the ambiance of a district;
3. The difficulty or the impossibility of reproducing such a building, structure or object because of its design, texture, material, detail or unique location;
4. Whether the building, structure or object is one of the last remaining examples of its kind in the neighborhood, the county or the region;
5. Whether there are definite plans for reuse of the property if the proposed demolition is carried out, and the effect of those plans on the character of the surrounding area;
6. Whether reasonable measures can be taken to save the building, structure or object from collapse; and
7. Whether the building, structure or object is capable of earning a reasonable economic return on its value.

BOARD DECISION

Following the public hearing on the application, the Board shall approve; approve with conditions, which may include a delay in permit issuance; or deny the application for a certificate.

1. A delay in permit issuance so ordered may be up to 30 days if the building or structure is in excess of 75 years of age but is not an individually designated historic landmark and is not in a designated historic district, and up to 6 months if the building or structure is either an individually designated historic landmark or in a designated historic district.
2. During any ordered delay, the Board in conjunction with appropriate City Staff as the City Manager may direct, shall seek alternatives to the demolition of the structure.
3. If, within the period of delay, no alternative to demolition has been arrived at which is acceptable to the owner, and after architectural and historic documentation has been prepared by the applicant and submitted to the City, the Chief Building Official shall then issue the demolition permit upon demand, if all other requirements have been met.
4. If the Board determines that the proposed construction, reconstruction, alteration, moving or demolition is appropriate, it shall approve such application.
5. If the Board determines that a certificate should not be issued, it shall place upon the record the reasons for such determination, a suggested method of preservation and shall immediately notify the applicant of such determination, providing an attested copy of its findings and recommendations, if any, as appears in the records of the Board.
6. The Board may approve applications with or without conditions or delay in permit issuance, in any case where the owner demonstrates by clear and convincing evidence that strict enforcement of Section 2-71 of the LDC and denial of the owner's application will effectively deny such owner all economically viable use of the property otherwise provided by the certificate.
7. Copies of the Board's decision shall be provided by mail to the applicant and all abutting property owners within 10 days of the date of execution of the Order.
8. Any applicant, or abutting property owner, aggrieved by a determination of the Board shall first appeal such determination to the City Commission by filing written notice with the office of the City Manager within 30 days of the date of the execution of the Order. The City Commission shall affirm, modify or deny the determination of the Board. Further appeal by such person shall be by petition for writ of certiorari to the Circuit Court, which must be filed within 30 days of the date of the decision by the City Commission.