

**HILLSBOROUGH COUNTY
HISTORIC RESOURCES REVIEW BOARD**

**CERTIFICATE OF APPROPRIATENESS
GENERAL REQUIREMENTS**

1. A Certificate of Appropriateness (COA) is required from the Historic Resources Review Board (HRRB) for the following work on, or alteration to, a Landmark, whether or not a building permit is required for such work:
 - a. Exterior alteration, including murals.
 - b. Alteration of an archaeological resource.
 - c. Relocation.
 - d. New construction.
 - e. Demolition.
 - f. Permanent landscaping.
2. A COA is not required for the painting of historic materials that were originally painted. However, a COA is required to paint an historic material that was not previously been painted (i.e., brick or stone) and for color selection for new construction and additions to a Landmark. In this case, the color should be compatible with that of the Landmark.
3. A COA may contain the HRRB's recommendations for the project. Recommendations shall be clearly labeled as "recommended." Performance of recommended work is not required as a condition of the issuance of the COA.
4. A COA may be required if any development activity results in a discovery of historical or archaeological artifacts on the project site.

BUILDING COMPONENT & MATERIAL LIST		TYPE OF WORK		
<p>FOUNDATION (indicate materials)</p> <input type="checkbox"/> pier <input type="checkbox"/> solid (continuous) <input type="checkbox"/> slab on grade <input type="checkbox"/> Other _____	<p>ROOF (indicate type and material)</p> <input type="checkbox"/> tile <input type="checkbox"/> shingle <input type="checkbox"/> metal <input type="checkbox"/> built-up-roof <input type="checkbox"/> soffit <input type="checkbox"/> Other _____	<input type="checkbox"/> Addition <input type="checkbox"/> New Sign <input type="checkbox"/> Demolition <input type="checkbox"/> Exterior Remodeling/Repairs <input type="checkbox"/> New Construction <input type="checkbox"/> Relocation <input type="checkbox"/> Roof Repair/Replacement <input type="checkbox"/> Site Improvements: new fence, driveway, etc. <input type="checkbox"/> Other _____		
<p>EXTERIOR WALL MATERIAL (indicate type and size)</p> <input type="checkbox"/> wood siding <input type="checkbox"/> shingles (indicate material) <input type="checkbox"/> brick <input type="checkbox"/> stucco <input type="checkbox"/> Other _____	<p>PORCH (indicate materials)</p> <input type="checkbox"/> columns/supports <input type="checkbox"/> railings <input type="checkbox"/> ceilings <input type="checkbox"/> ornamentation <input type="checkbox"/> Other _____			
<p>TRIM (indicate type, size and material)</p>	<p>LANDSCAPE ELEMENTS (indicate materials)</p> <input type="checkbox"/> planters <input type="checkbox"/> fences <input type="checkbox"/> retaining walls <input type="checkbox"/> heritage trees Other _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 5px;">BUILDING USE</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <input type="checkbox"/> Entertainment <input type="checkbox"/> Hotel <input type="checkbox"/> Office <input type="checkbox"/> Residential, Multi-Family <input type="checkbox"/> Residential, Single-Family <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Other _____ </td> </tr> </tbody> </table>	BUILDING USE	<input type="checkbox"/> Entertainment <input type="checkbox"/> Hotel <input type="checkbox"/> Office <input type="checkbox"/> Residential, Multi-Family <input type="checkbox"/> Residential, Single-Family <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Other _____
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<p>DESCRIBE WORK PROPOSED:</p> 				

To be placed on the HRRB's agenda, a complete application must be filed no less than ten (10) calendar days before the next regularly scheduled HRRB meeting.

THE APPLICANT, OR ITS REPRESENTATIVE, MUST ATTEND THE MEETING AT WHICH THE APPLICATION SHALL BE REVIEWED. FAILURE TO DO SO WILL INVALIDATE THE APPLICATION.

DOCUMENTATION CHECKLIST

The applicant should be familiar with the Historic Resources Review Board guidelines prior to completing drawings and is urged to contact the HRRB when a project is first contemplated. The following documents must be submitted with each application for a Certificate of Appropriateness. The degree of detail of these documents shall be dependent upon the extent of the alteration(s) intended. This degree of detail will be at the discretion of the HRRB staff. The drawings need to be sufficient to describe the nature of the change.

For new construction or extensive renovation:

Preliminary and Final Approval required

PRELIMINARY APPROVAL shall be sought at the completion of schematic design.

- A site plan showing the immediate context (building footprints of adjacent buildings and site features)
- Schematic plans
- Elevations
- Photographs of the building and site
- Exterior materials and color samples
- Information about existing and proposed building materials
- Additional related material as requested by the HRRB

NOTE: A new construction or extensive renovation project is not considered approved until Final Approval is granted by the HRRB

FINAL APPROVAL shall be sought when complete construction documents are ready for submission for a building permit.

- Approved Preliminary Review: Documentation of approval and re-submission of all materials shown for Preliminary Review. Provide documentation of revisions made during project development to the HRRB. If substantial changes to the project occur between the preliminary and final submissions, the applicant should apply for an amended preliminary approval at least one month prior to the final application.
- Two complete sets of plans and elevations ready for submission to Permit Services.
- Other materials as required by the HRRB

For minor renovation or repair submit:

- Drawings and/or photographs of the area of the building to be altered or repaired
- Drawings or photographs showing the main (front) elevation of the building
- Written descriptions or drawings describing all the work to be done
- Descriptions of materials and samples

For signs only submit:

- Rendering of sign showing size, lettering style, type of support or standard, and lighting, if any
- Scaled drawings and/or photos showing size and location of the sign
- Descriptions of materials and samples.

For demolition submit:

- Photographs of the building
- Statement of purpose of the demolition, explaining future use of the site
- Contact the HRRB to determine whether the building is a contributing structure. If building is a contributing structure and is a Landmark or a building or structure on a landmark site, see Section 3.03.06 of the Hillsborough County Land Development Code for additional information required as part of the application.

For artificial siding submit:

- Siding sample
- Photographs of the main (front) elevation of the building and adjacent properties
- Description, scaled drawings and photographs illustrating how siding is to be installed (including underlying materials) giving special attention to the method with which architectural features and trim details will be accommodated by the new siding, and how the plane of the new siding relates to the plane of existing trim details.
- Additional documentation requested:** _____