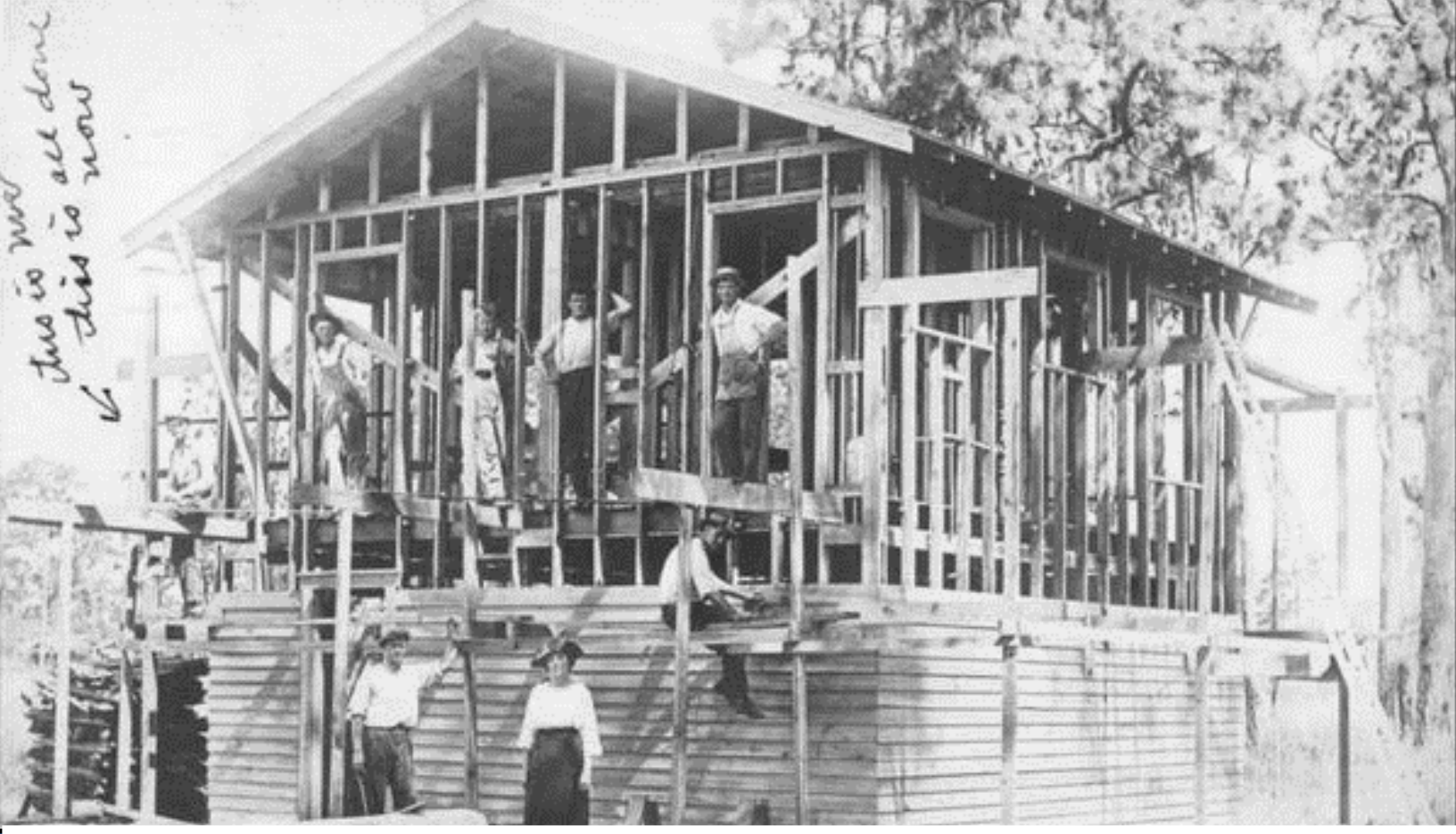


CITY OF ST. PETERSBURG, FLORIDA

CERTIFICATE OF APPROPRIATENESS APPLICATION PACKET

stpete.org/history

Urban Planning and Historic Preservation Division
Planning and Development Services Department
City of St. Petersburg
Municipal Services Center
One Fourth Street North, 8th Floor
St. Petersburg, Florida 33701

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www.stpete.org

CERTIFICATE OF APPROPRIATENESS

APPLICATION

COA

All applications are to be filled out completely and correctly. The application shall be submitted to the City of St. Petersburg's Planning and Development Services Department, located on the 8th floor of the Municipal Services Building, One 4th Street North, St. Petersburg, Florida. Applications can be submitted digitally to history@stpete.org.

GENERAL INFORMATION

Property Address	Parcel Identification No.
Historic District / Landmark Name	Corresponding Permit Nos.
Owner's Name	Property Owner's Daytime Phone No.
Owner's Address, City, State, Zip Code	Owner's Email
Authorized Representative (Name & Title), if applicable	Representative's Daytime Phone No.
Representative's Address, City, State, Zip Code	Representative's Email

APPLICATION TYPE (Check applicable)			
☐	Addition	☐	Window Replacement
☐	New Construction	☐	Door Replacement
☐	Demolition	☐	Roof Replacement
☐	Relocation	☐	Mechanical (e.g. solar)
☐	Other:		

TYPE OF WORK (Check applicable)	
☐	Repair Only
☐	In-Kind Replacement
☐	New Installation
☐	Other:
☐	

AUTHORIZATION

By signing this application, the applicant affirms that all information contained within this application packet has been read and that the information on this application represents an accurate description of the proposed work. The applicant certifies that the project described in this application, as detailed by the plans and specifications enclosed, will be constructed in exact accordance with aforesaid plans and specifications. Further, the applicant agrees to conform to all conditions of approval. It is understood that approval of this application by the Community Planning and Preservation Commission in no way constitutes approval of a building permit or other required City permit approvals. Filing an application does not guarantee approval.

NOTES: 1) It is incumbent upon the applicant to submit correct information. Any misleading, deceptive, incomplete or incorrect information may invalidate your approval.
2) To accept an agent's signature, a notarized letter of authorization from the property owner must accompany the application.

Signature of Owner: _____ Date: _____

Signature of Representative: _____ Date: _____

CERTIFICATE OF APPROPRIATENESS

APPLICATION

COA #

All applications are to be filled out completely and correctly. The application shall be submitted to the City of St. Petersburg's Planning and Development Services Department by emailing to history@stpete.org.

PROPOSED SCOPE OF WORK

Please provide a detailed description of the proposed work, organized according to the COA Matrix. Include information such as materials, location, square footage, etc. as applicable. Attach supplementary material as needed.

Building or Site Feature	Photo No.	Proposed Work

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CERTIFICATE OF APPROPRIATENESS

GENERAL INFORMATION

Purpose

The Historic and Archaeological Preservation Overlay, City Code Section 16.30.070, requires issuance of a Certificate of Appropriateness (COA) prior to any exterior alteration to a locally designated landmark or property within a locally designated historic district. Exterior alterations include, but are not limited to, the following work: changes to walls, roof, or windows; painting unpainted masonry; additions; relocation, and demolition. Building new structures and demolition requests within a historic district, as well as any digging or replacement of plantings on a designated archaeological site also require a COA. The intent of the COA is to ensure that the integrity and character of the individual landmark or historic district is maintained.

Pre-Application Meeting

Applicants are encouraged to schedule a pre-application meeting with Staff prior to an application being accepted. Staff requests that all pre-application meetings be scheduled at least one (1) week prior to the application deadline. Minor maintenance projects can often be approved at this meeting. Pre-application meetings can be scheduled by calling (727) 892-5470 or (727) 892-5451.

At the meeting, staff will determine if the application is appropriate for administrative approval based upon the COA Approval Matrix as per the regulations in the Historic and Archaeological Preservation Overlay. Administrative approvals do not require a public hearing, unless an appeal is filed with the Urban Planning and Historic Preservation Division. Permits must be obtained within 18 months of approval. Staff shall have the discretion to refer any case to the Community Planning and Preservation Commission ("CPPC").

Application Submittal

Only complete applications will be accepted. Complete applications must be filed by 2:00 PM on the application deadline date. Per the CPPC's Rules of Procedure, a maximum of twelve (12) applications may be scheduled for any given public hearing. This limit does not apply to applications which are determined by the Urban Planning and Historic Preservation Division to be appropriate for administrative approval. Applications requiring a public hearing are scheduled in the order received.

Fee Schedule

Commission Review		Staff Review	
Additions	$ 300.00	General Application	$ 50.00
Appeal	$ 250.00	Appeal	$ 250.00
Alterations and Repair	$ 300.00		
Demolition (primary building)	$ 1,000.00		
Demolition (accessory structure)	$ 500.00		
New Construction	$ 300.00		
Relocation	$ 500.00		
After-the-Fact – Twice the initial fee; Revision of previously approved COA - ½ of the original fee			

Site Plans, Floor Plans, and Elevation Drawings

All applications for the CPPC require a detailed, accurate site plan or survey and elevation drawings. Some applications for the CPPC require floor plans as well. Staff strongly encourages applicants to retain the services of a design professional to prepare the required plans. The City is unable to accept site plans, floor plans, or elevations that are incomplete, illegible, unclear, or do not meet the criteria listed on the "List of Required Submittals." Such determinations are made at the discretion of the City.

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CERTIFICATE OF APPROPRIATENESS

GENERAL INFORMATION

Community Planning and Preservation Commission Review
By applying to the CPPC, the applicant grants permission for Staff and members of the CPPC to visit the subject property to evaluate the request. Applicants with special requests related to timing of site visits should advise Staff in writing at the time of application submittal.

Legal Notification
All applications that require CPPC approval shall provide public notification. The applicant will be required to send via the U.S. Postal Service, notification letters to all property owners within 200 linear feet of the subject property. The City will provide one original notification letter, mailing labels, and instructions. These legal notifications must be mailed by the dates noted on the CPPC schedule with verification of mailing returned to staff within seven (7) days of the meeting date.

Public Hearing
Applications appropriate for public hearing will be heard by the CPPC on the dates listed on the CPPC Schedule. The public hearings begin at 2:00 p.m. in the City Council Chambers at City Hall, located at 175 5th Street North. All proceedings are quasi-judicial.

CPPC Approvals
If approved by the CPPC, the applicant must wait to initiate construction until after the ten (10) day appeal period. Permits and inspections are required, when applicable. Permits must be obtained within 18 months from the date of the CPPC decision, unless otherwise directed by the CPPC. After the expiration date, a one-year extension to complete the work in progress may be approved in the manner originally approved if the owner can show why the work has not been completed.

All conditions of approval must be satisfied and approved through inspection by Historic Preservation staff before the final building inspection is approved. Failure to satisfy these requirements will invalidate the approval of the request. Approval of a request by the CPPC or Historic Preservation Division does not grant or imply other variances from the City Code, FEMA regulations, or other applicable codes.

FEMA Regulations
FEMA regulations may affect your ability to proceed with your plans – even if approved by the CPPC. Designated properties may receive variances from local flood hazard requirements when rehabilitating their buildings. Applicants are advised to contact the City's FEMA Coordinator at (727) 893-7283 to determine the impact of FEMA regulations, if any.

Certificate of Appropriateness Approval Matrix

Urban Planning and Historic Preservation Division
Planning and Development Services Department

City Code Section 16.30.070 [LINK], requires issuance of a Certificate of Appropriateness (COA) prior to any exterior alteration to a locally designated landmark or property within a locally designated historic district. The intent of the COA is to ensure that the integrity and character of the individual landmark or historic district is maintained. Exterior alterations subject to COA review shall be compatible with the design, materials, styles, and other features, as prescribed in *The St. Petersburg Guidelines for Historic Properties* [LINK]. The following COA Approval Matrix summarizes the decision authority for all exterior modifications. The following matrix is divided into designated, contributing, and noncontributing resources; the designation status of property may be researched using the Division's interactive map [LINK].

Special Note for Resources Located Within a Local Historic District: Except for new construction and additions 250 SF or more, demolitions (primary structures, historic accessory structures, and historic additions), relocations, and small cell wireless facilities, projects identified for *CPPC* review may qualify for *Staff* approval if the Historic Preservationist determines that the application complies with all submittal requirements and standards for review. The Staff's decision shall be in writing and shall state the reasons for such approval.

	INDIVIDUAL LANDMARKS and CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT			NON-CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT		
	Staff	**CPPC**	**No Review**	**Staff**	**CPPC**	**No Review**
MAJOR PROJECTS						
NEW CONSTRUCTION						
1. New construction less than 250 SF	X			X		
2. New construction, 250 SF or more		X			X	
ADDITIONS						
1. Additions less than 250 SF	X			X		
2. Additions 250 SF or more		X			X	
DEMOLITIONS						
1. Primary structures		X			X	
2. Accessory structures, historic		X		X		
3. Accessory structures, non-historic	X			X		
4. Historic additions		X			X	
5. Non-historic additions	X			X		
6. Partial demolition to accommodate new addition, less than 250 SF, located on rear elevations	X			X		
RELOCATION						
1. All, including on-site		X			X	
MINOR PROJECTS						
RESTORATION (A return to the original or historic condition based on historic evidence.)						
All	X			X		
ROOFS, GUTTERS, and CHIMNEYS						
1. Same materials and shape	X			X		

Certificate of Appropriateness Approval Matrix

Urban Planning and Historic Preservation Division
Planning and Development Services Department

	INDIVIDUAL LANDMARKS and CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT			NON-CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT		
	Staff	CPPC	No Review	Staff	CPPC	No Review
2. Change in materials or shape		X		X		
3. Installation of gutters	X			X		
WINDOWS AND DOORS (INCLUDES GARAGE DOORS)						
1. Window and door repairs	X			X		
2. Replacement of non-historic windows and doors	X			X		
3. Replacement of historic windows and doors		X		X		
4. Change in size of openings on primary and streetside elevations		X		X		
5. Change in size of openings on secondary elevations	X			X		
EXTERIOR WALL FINISH						
1. Removal of non-historic material	X			X		
2. Removal of more than 10% of historic material		X		X		
3. All other finishes (including painting of an originally unpainted surface)	X			X		
4. Waterproofing	X			X		
PORCHES AND BALCONIES						
1. Open an enclosed porch	X			X		
2. Screen in or enclose a porch on secondary elevation	X			X		
3. Screen in or enclose a porch on primary or streetside elevation		X			X	
FOUNDATIONS						
1. Same material, style, and size	X			X		
2. Change in material, style, or size		X		X		
3. Sidewalk vault lights	X			X		
4. Installation of below ground basements or cellars	X			X		
SIGNAGE AND MARKERS						
1. Commercial signage	X			X		
2. Residential markers, or plaques, less than 4 SF			X			X
3. Residential markers, or plaques, more than 4 SF	X			X		
4. Signs on public property, equal to or less than 4 SF	X			X		
5. Signs on public property, more than 4 SF		X			X	

Certificate of Appropriateness Approval Matrix

Urban Planning and Historic Preservation Division
Planning and Development Services Department

	INDIVIDUAL LANDMARKS and CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT			NON-CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT		
	Staff	CPPC	No Review	Staff	CPPC	No Review
AWNINGS AND SHUTTERS						
1. Installation, removal, or alterations	X			X		
PAINTING						
1. Painting previously painted surfaces			X			X
2. Changes in paint color			X			X
3. Painting unpainted masonry	X			X		
CLEANING						
1. Pressure washing, less than 100 psi			X			X
2. Other methods and applications	X			X		
INTERIOR ALTERATIONS						
1. Ad Valorem Tax Exemptions Only	X			Ineligible for program		
ELECTRICAL, MECHANICAL, AND PLUMBING SYSTEMS						
1. Electrical, plumbing, pool equipment	X			X		
2. HVAC	X			X		
3. Solar Panels	X			X		
4. Small Wireless Facility (Per City Code, Chapter 25)		X			X	
5. Other	X			X		
SHEDS AND ACCESSORY STRUCTURES						
See relevant section(s), i.e. New Construction, Additions, etc.						
DRIVEWAYS						
1. Change in materials, size, or configuration	X			X		
2. New or relocated driveway	X			X		
DECKS AND PATIOS						
1. Below 12 inches, not on primary or streetside elevations, and without a roof			X			X
2. Decks and patios between 12 inches and 18 inches, without a roof	X			X		
3. Elevated decks and patios, above 18 inches		X			X	
4. With a roof	See New Construction, Additions					
SWIMMING POOLS						
1. In ground and above ground pools	X			X		
2. Pools within the front and streetside yard		X			X	

Certificate of Appropriateness Approval Matrix

Urban Planning and Historic Preservation Division
Planning and Development Services Department

	INDIVIDUAL LANDMARKS and CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT			NON-CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT		
	Staff	CPPC	No Review	Staff	CPPC	No Review
2. Pool screen enclosures	X			X		
SITE WALLS AND FENCES						
1. Walls or fences behind the front façade	X			X		
2. Walls or fences in front, of or in line with, front façade		X		X		
3. Retaining walls	X			X		
4. Demolition, historic		X		X		
5. Seawalls	X			X		
SITE FEATURES						
1. Historic hardscape and site features		X		X		
2. Arbors, pergolas, and gazebos	X			X		
3. Permanent water features	X			X		
4. Lighting, Residential 1- & 2-Unit Properties			X			X
5. Lighting, Residential 3-Unit+ and Commercial	X					X
6. Sidewalks and Walkways	X			X		
7. Planting or removal, non-historic vegetation			X			X
8. Alteration, planting, removal, historic vegetation	X			X		
ARCHAEOLOGY						
Ground disturbing activities	Certificate to Dig Required			Certificate to Dig Required		

COA MATRIX NOTES:

Except for new construction and additions 250 SF or more, demolitions (primary structures, historic accessory structures, and historic additions), relocations, and small cell wireless facilities, projects identified for CPPC review may qualify for Staff approval if the Historic Preservationist determines that the application complies with all submittal requirements and standards for review. The POD's decision shall be in writing and shall state the reasons for such approval.

The Staff, in its sole and absolute discretion, may refer a COA application for public hearing review where the request is not substantially similar to another action already listed, or if the request is non-traditional, may set precedent, and therefore requires the benefit of public deliberation and a CPPC decision.

COA Applications requiring an associated Variance, Special Exception (SE), or Site Plan Review (SPR), shall be reviewed and decided by the CPPC.

Any formal appeal of a City Staff determination shall be acted upon first by the CPPC. Any formal appeal of a CPPC determination shall be acted upon in accordance with Section 16.70.015 titled, "Decisions and Appeals Table."

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CERTIFICATE OF APPROPRIATENESS

CHECKLIST, ALTERATIONS

☐ **Completed COA application**

☐ **Application fee (Confirm w/City Staff, based on type of review)**

☐ **Site plan or survey of the subject property:**

- To scale, no larger than 11” x 17” paper or digital submission
- North arrow
- Setbacks of structures to the property lines
- Dimensions, locations of all property lines, structures, parking spaces

☐ **Floor Plans and Elevations:**

- To scale, no larger than 11” x 17” paper
- Depicts all sides of existing & proposed structure(s)

☐ **Photographs of the subject property**

☐ **Written description explaining how the proposed work complies with the following evaluation criteria:**

1. A local landmark should be used for its historic purpose or be adaptively fit into a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The distinguishing historic qualities or character of a building, structure, or site and its environment shall be preserved. The removal or alteration of any historic material or distinctive architectural features shall be avoided when reasonable.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings without sufficient documentary evidence, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved, as appropriate.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, texture, and other visual qualities and, where reasonable, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved if designated pursuant to this section. If such resources must be disturbed, mitigation measures shall be undertaken.

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CERTIFICATE OF APPROPRIATENESS

CHECKLIST, ALTERATIONS

Typical Alterations and Minimum Requirements for Submittals

Please be advised that UPHP staff may request additional information or a site visit

Type of work	Minimum Required Submittals
Canvas Awnings	• Plan drawings showing proposed location • Image and dimensions of proposed awnings • Photographs of extant conditions in location of proposed
Door Replacement	• Plan drawings showing proposed location • Photographs of existing door, general area of proposed location, and resource view from Right of Way • Manufacturers brochure or detail of proposed replacement
Driveways	• Site plan showing proposed location • Photograph of existing location • Materials and measurements of proposed
Exterior Wall Repair Siding, Stucco, etc.	• Location description • Description of proposed materials • Photographs showing condition of existing to be replaced
Fences	• Survey indicating proposed location • Photograph showing area where fence will be constructed • Type of fence, material, and any treatment
Mechanical Systems Electrical/plumbing work HVAC, Solar Panels, etc.	• Location, profile, and dimension of units • If rooftop unit: dimensions including height of roof and setback of unit from eaves • Photograph of proposed location of work and of resource from public Right of Way
Minor Maintenance	• Photographs showing existing condition • Description of work and estimated square footage of space impacted
Pools	• Site plan showing proposed location • Photograph of proposed location and of resource from public Right of Way • Materials to be used • Description of any landscaping, fencing, or other screening to be installed
Reroofing	• Photographs of building and roof condition • Description of roof materials to be used
Sheds	• Survey showing placement • Photographs of proposed location and of resource from public Right of Way • Drawings indicating measurements and materials
Shutters / Hurricane Panels	• Photographs of proposed location and resource from public Right of Way • Images of shutters and description of material and style
Window Replacement	• Floorplan indicating location of each replacement • Photographs of each elevation to be affected, existing windows, and resource from public Right of Way • Dimensioned and scaled profile of proposed windows • Dimension and profile of any trim, sills, or other ornamentation impacted • Manufacturer's brochure and photographs of proposed location • Description and elevation drawings of any proposed changes to opening sizes, location, etc.

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CERTIFICATE OF APPROPRIATENESS

CHECKLIST, WINDOW REPLACEMENT

☐ **Completed COA application**

☐ **Application fee - $50 (same materials) or $300 (change of materials)**

☐ **Floor Plans and Elevations:**
- To scale, no larger than 11” x 17” paper or digitally submitted
- Depicts all sides of existing & proposed structure(s)
- Indicate location of each window replacement

☐ **Window Schedule specifying existing windows to be replaced: materials, size, type, finish**

☐ **Number Key Photos, Floor Plans, and Elevation to correspond with Window Schedule**

☐ **Dimensioned and scaled profile section of new windows**

☐ **Manufacturers brochure and catalog photo of proposed replacement**

☐ **Written description explaining how the proposed window replacement complies with the following evaluation criteria:**

1. The replacement window and glass shall be impact resistant.
2. The replacement window shall be Energy Star qualified for southern climate zones.
3. The replacement window shall be setback into the wall the same distance as the historic window.
4. The replacement window shall be the same size and shape as the historic window and opening. Historic openings shall not be altered in size. Existing, exterior trim shall be retained, where practicable.
5. The replacement window shall have the same light configuration as the historic window. If the historic window configuration cannot be determined, the replacement window configuration shall be appropriate to the architectural style of the subject building;
6. The replacement window shall have the same visual qualities of the historic window, where commercially reasonable:
    a. Where provided, muntins and mullions shall have the same dimensions and profile of the historic muntins and mullions.
    b. For hung windows, stiles shall align vertically and be the same width at the upper and lower sashes.
    c. The top, meeting and bottom rails of a hung window, including the corresponding blind stop, shall have the same dimensions and profile of the historic window.
7. The finished surface and appearance shall match the historic window, where practicable.

CERTIFICATE OF APPROPRIATENESS

CHECKLIST, NEW CONSTRUCTION

☐ **Completed COA application**

☐ **Application fee - $300.00**

☐ **Site plan or survey of the subject property:**
- To scale, no larger than 11” x 17” paper or digitally submitted
- North arrow
- Setbacks of structures to the property lines
- Dimensions, locations of all property lines, structures, parking spaces

☐ **Floor Plans and Elevations:**
- To scale, no larger than 11” x 17” paper or digitally submitted
- Depicts all sides of existing & proposed structure(s)

☐ **Photographs of the subject property**

☐ **Written description explaining how the proposed work complies with the following evaluation criteria:**

1. The height and scale of the proposed new construction shall be visually compatible with contributing resources in the district.
2. The relationship of the width of the new construction to the height of the front elevation shall be visually compatible with contributing resources in the district.
3. The relationship of the width of the windows to the height of the windows in the new construction shall be visually compatible with contributing resources in the district.
4. The relationship of solids and voids (which is the pattern or rhythm created by wall recesses, projections, and openings) in the front facade of a building shall be visually compatible with contributing resources in the district.
5. The relationship of the new construction to open space between it and adjoining buildings shall be visually compatible with contributing resources in the district.
6. The relationship of the entrance and porch projections, and balconies to sidewalks of the new construction shall be visually compatible with contributing resources in the district.
7. The relationship of the materials and texture of the facade of the new construction shall be visually compatible with the predominant materials used in contributing resources in the district.
8. The roof shape of the new construction shall be visually compatible with contributing resources in the district.
9. Appurtenances of the new construction such as walls, gates and fences, vegetation and landscape features, shall, if necessary, form cohesive walls of enclosures along a street, to ensure visual compatibility of the new construction with contributing resources in the district.

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10. The mass of the new construction in relation to open spaces, the windows, door openings, porches and balconies shall be visually compatible with contributing resources in the district.
11. The new construction shall be visually compatible with contributing resources in the district in its orientation, flow, and directional character, whether this is the vertical, horizontal, or static character.
12. New construction shall not destroy historic materials that characterize the local landmark or contributing property to a local landmark district. The new construction shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the local landmark and its environment, or the local landmark district.
13. New construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the local landmark and its environment would be unimpaired.

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CERTIFICATE OF APPROPRIATENESS

CHECKLIST, DEMOLITION

☐ **Completed COA application**

☐ **Application fee - $1000.00 Primary Building / $500 Accessory Structure**

☐ **Site plan or survey of the subject property:**
- To scale on 8.5” x 11” paper
- North arrow
- Setbacks of structures to the property lines
- Dimensions, locations of all property lines, structures, parking spaces

☐ **Elevation drawings:**
- On 8.5” x 11”, 8.5” x 14”, or 11” x 17” paper
- Depicts all sides of existing & proposed structure(s)

☐ **Floor plans:**
- To scale: on 8.5” x 11”, 8.5” x 14”, or 11” x 17” paper
- North arrow
- Locations of all doorways, windows, and walls (interior & exterior)
- Dimensions and area of each room

☐ **Photographs of the subject property**

☐ **Written description explaining why there is no feasible alternative to demolition, no reasonable beneficial use of the property or why the applicant cannot receive a reasonable return on a commercial or income-producing property:**

The CPPC may solicit expert testimony and will likely request that the applicant furnish such additional information believed to be necessary and relevant in the determination of whether there is a reasonable beneficial use or a reasonable return:

1. A report from a licensed architect or engineer who shall have demonstrated experience in structural rehabilitation concerning the structural soundness of the building and its suitability for rehabilitation including an estimated cost to rehabilitate the property.
2. A report from a qualified architect, real estate professional, or developer, with demonstrated experience in rehabilitation, or the owner as to the economic feasibility of rehabilitation or reuse of the property. The report should explore various alternative uses for the property and include, but not be limited to, the following information:
    a. The amount paid for the property, date of purchase, remaining mortgage amount (including other existing liens) and the party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased, and any terms of financing between the seller and buyer.

(continued next page)

b. The most recent assessed value of the property.

c. Photographs of the property and description of its condition.

d. Annual debt service or mortgage payment.

e. Real estate property taxes for the current year and the previous two years.

f. An appraisal of the property conducted within the last two years. The City may hire an appraiser to evaluate any appraisals. All appraisals shall include the professional credentials of the appraiser.

g. Estimated market value of the property in its current condition; estimated market value after completion of the proposed demolition; and estimated market value after rehabilitation of the existing local landmark for continued use.

h. Evidence of attempts to sell or rent the property, including the price asked within the last two years and any offers received.

i. Cost of rehabilitation for various use alternatives. Provide specific examples of the infeasibility of rehabilitation or alternative uses which could earn a reasonable return for the property.

j. If the property is income-producing, submit the annual gross income from the property for the previous two years as well as annual cash flow before and after debt service and expenses, itemized operating and maintenance expenses for the previous two years, and depreciation deduction and projected five-year cash flow after rehabilitation.

k. If the property is not income-producing, projections of the annual gross income which could be obtained from the property in its current condition.

l. Evidence that the building can or cannot be relocated.

m. The Commission may request that the applicant provide additional information to be used in making the determinations of reasonable beneficial use and reasonable return.

n. If the applicant does not provide the requested information, the applicant shall submit a statement to the Commission detailing the reasons why the requested information was not provided.

3. The Commission may request that the applicant provide additional information to be used in making the determinations of reasonable beneficial use and reasonable return.

4. If the applicant does not provide the requested information, the applicant shall submit a statement to the Commission detailing the reasons why the requested information was not provided.