



PROPERTY CARD INTERPRETATION (PCI)

Application No. _____

A Property Card Interpretation (PCI) will identify lawful uses of property. All applications are to be filled out completely and correctly. Applications are submitted to the City of St. Petersburg's Development Review Services Division, located on the 1st floor of the Municipal Services Building, One Fourth Street North.

GENERAL INFORMATION	
NAME of APPLICANT (Property Owner):	
Street Address:	
City, State, Zip:	
Telephone No:	Email Address:
NAME of AGENT or REPRESENTATIVE:	
Street Address:	
City, State, Zip:	
Telephone No:	Email Address:
PROPERTY INFORMATION:	
Street Address or General Location:	
Parcel ID#(s):	
Legal Description (may be attached):	

FEE SCHEDULE

The fee for a property card interpretation application: \$60.00 (1st hour of research, plus \$50.00 per hour thereafter)
Cash, credit, checks made payable to "City of St. Petersburg"

AUTHORIZATION

As owner of the subject property, I understand that a property card interpretation may have serious implications addressing the legality of my property. If my opinion differs from that of the PCI, I also understand that I have 15-days upon receipt of the PCI to request reconsideration, and 15-days upon receipt of the subsequent reconsideration to submit an appeal of the decision, which will be heard before the Development Review Commission. If the PCI indicates abandoned grandfathered dwelling units, then I may apply for reinstatement.

Signature of Owner / Agent*: _____

Date: _____

*Affidavit to Authorize Agent required, if signed by Agent.

UPDATED 07-28-23



AFFIDAVIT TO AUTHORIZE AGENT

I am (we are) the owner(s) and record title holder(s) of the property noted herein

Property Owner's Name: _____

This property constitutes the property for which the following request is made

Property Address: _____

Parcel ID No.: _____

Request: _____

The undersigned has(have) appointed and does(do) appoint the following agent(s) to execute any application(s) or other documentation necessary to effectuate such application(s)

Agent's Name(s): _____

This affidavit has been executed to induce the City of St. Petersburg, Florida, to consider and act on the above-described property.

I(we), the undersigned authority, hereby certify that the foregoing is true and correct.

Signature (owner): _____ Printed Name _____

Sworn to and subscribed on this date

Identification or personally known: _____

Notary Signature: _____ Date: _____

Commission Expiration (Stamp or date): _____

As owner of the subject property, I understand that a property card interpretation (PCI) may have serious implications addressing the legality of my property. If my opinion differs from that of the PCI, I also understand that I have 15-days upon receipt of the PCI to request reconsideration, and 15-days upon receipt of the subsequent reconsideration to submit an appeal of the decision, which will be heard before the Development Review Commission. If the PCI indicates abandoned grandfathered dwelling units, then I may apply for reinstatement.



PROPERTY CARD INTERPRETATION (PCI) *NARRATIVE and CHECKLIST*

ALL OF THE FOLLOWING CRITERIA MUST BE ANSWERED.

APPLICANT NARRATIVE
A property Card Interpretation will research the grandfathered status of land use types at the subject property and may determine how many legal dwelling units may exist on the subject property.
1. What is the current use of the property?
2. How many dwelling units exist at the property?
3. How many rooming units exist at the property?
4. Does the owner occupy the property as his or her permanent residence?
5. When was the last time the property was owner-occupied? MONTH _____ YEAR _____ .
6. Are the dwelling units or rooming units currently occupied?
a. If yes, how many units are currently occupied?
b. If yes, where are the units located within the structure(s)?
7. On what date did you purchase the property?
CHECKLIST
<input type="checkbox"/> Completed PCI application form;
<input type="checkbox"/> Application fee;
<input type="checkbox"/> Affidavit to authorize agent, if agent signs;
<input type="checkbox"/> A floor plan for each dwelling nit or rooming unit drawn to scale with dimensions;
<input type="checkbox"/> Scaled, site plan of the entire property;
<input type="checkbox"/> Dimensions of the lot;
<input type="checkbox"/> Dimensions and locations of all buildings and other structures;
<input type="checkbox"/> Parking spaces;
<input type="checkbox"/> Ingress / egress points.

Notice: A request for reconsideration must be filed within 15-days following delivery of the PCI to the property owner. An appeal must be filed by the property owner within 15-days following delivery of the subsequent reconsideration. Appeals are heard before the Development Review Commission. If the PCI indicates abandoned grandfathered dwelling units, then the property owner may apply for reinstatement.