

APPLICATION REFERENCE CHECK SHEET FOR THE HISTORIC PRESERVATION PROPERTY TAX (AD VALOREM) EXEMPTION PROGRAM

*Ordinance Number 93-137 states in pertinent part that the Tampa Architectural Review Commission (ARC) and Barrio Latino Commission (BLC) shall review **ad valorem tax exemption** applications for their respective historic districts and landmarks in order to "...encourage more restoration, rehabilitation and renovation of designated historic structures in Tampa; provide a positive financial incentive for designation of Tampa's landmarks and historic districts; improve the appearance of designated historic landmarks and historic districts in Tampa, therefore enhancing their appeal as places to live, work or visit."*

*The ARC/BLC Public Hearing is a quasi-judicial process where the ARC/BLC conducts a finding of fact. Facts are submitted by the property owner or the assigned agent and presented by the ARC/BLC staff. It is important that the owner/agent submit all the facts that are necessary to make a decision. Facts should directly refer to the "**Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings**" by way of drawings, photographs, documentation, and oral testimony.*

The Ad Valorem Tax Exemption Program requires that a three-part application is completed in accordance with Chapter 1A-38, Florida Administrative Code, and submitted to the Local Historic Preservation Offices (ARC/BLC) for review. The ARC/BLC base its decision upon the rehabilitation of the exterior and interior features of historic properties. **Note: In order to be eligible for the program, the applicant must submit a completed Part 1 and Part 2 of the application and receive approval by the ARC/BLC for proposed work at a pre-rehabilitation public hearing prior to initiating any demolition, construction or alterations to the structure.** Specific questions concerning the application and eligibility of properties should be directed to the City of Tampa's Historic Preservation & Urban Design Office at (813)274-8920. The application consists of the following:

Part 1 – Evaluation of Property Eligibility

- This section requires general information that determines the historical significance and current appearance of the structure or site (*Submit five (4) copies in a bound format and (1) loose copy*).

Part 2 – Description of Improvements

- This section requires the description of the existing features/conditions and the proposed rehabilitation and/or improvements to the structure or site. Comprehensive photographic documentation is required to properly identify the existing features/conditions as described in this section (*Submit four (4) copies in a bound format and one (1) loose copy*).

Part 3 – Request of Review of Completed Work

- This section requires a comprehensive photographic description of the completed rehabilitation and/or improvements. Photographs should show the same view as those submitted in Part 2, Description of Improvements (*Submit four (4) copies in a bound format and one (1) loose copy*).

Upon submittal of **Part 1** of the application, the *Hillsborough County Property Appraiser's Office* will be notified to conduct a pre-rehabilitation appraisal improvements. This assessment will be used as the baseline for the post-rehabilitation assessment (F.S. 196.1997), which is conducted after submittal of **Part 3** of the application. For additional information pertaining to property values and assessments contact the *Hillsborough County Property Appraiser's Office* at (813) 272-6100.

The ad valorem exemption review process requires that the ARC/BLC review the application during a public hearing for both the pre- and post-rehabilitation portions of the process. Hearing dates will be provided to the applicant upon payment of relevant fees. Site visits may be required depending on the complexity of the rehabilitation, and will be determined on a case-by-case basis.

Features to be addressed:

Each application that comes before the ARC/BLC for review is unique and has features that may be unique to the subject property. It is recommended that the applicant provide information that highlights the character defining features covered in the “*Secretary of Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*” and any unique elements specific to the subject property. The features described **must** include:

- ✓ Three (3) **Features** that describe exterior rehabilitative measures (i.e.- siding repair, porch restoration, window repair, and brick re-pointing).
- ✓ Seven (7) **Features** that describe interior rehabilitative measures.
- ❑ **Ceiling Height and Wall Textures:** The category should include the original ceiling height and wall texture, and any restoration or modifications to these features.
- ❑ **Trim Details:** The category describes the baseboards, window and door casings, room dividers, moldings (i.e.-picture rail, bed molding, plate rail, crown molding, etc...), built-in cabinetry, stair case handrails, balustrades and newel posts, and couford ceilings.
- ❑ **Flooring:** The category describes the existing/proposed flooring material in all areas of the structure, excluding bathrooms and kitchens.
- ❑ **Bathroom(s):** The category describes the appearance and condition of the bathroom(s), including sinks, tubs/showers, medicine cabinets, faucets, hardware, and wall and floor tile.
- ❑ **Kitchens:** The category describes the appearance and condition of the kitchen, including cabinetry, countertops, faucets, and hardware.
- ❑ **Lighting and Hardware:** The category describes any existing historic lighting and hardware in the structure.
- ❑ **Fireplace(s):** The category describes the appearance of a fireplace, hearth and mantel.
- ❖ Note: The incorporation of materials should be sensitive to the historic context of the structure. Materials and fixtures (lighting, hardware, fixtures, etc...) incorporated into the historic structure should be representative of a design which reflects the period of historic significance. In the event that an addition to the subject property has been approved, the compatibility of the original features should be related to those being introduced into the new areas of the structure.
- Provide COLOR photographs that are at least 3”x 5” and formatted in a landscape orientation. Photographs can be digital as long as the clarity adequately represents the details of the feature being described. No more than two photographs per page may be submitted on the application.
- When available, provide samples of materials being used or incorporated into the structure. Multiple samples should be mounted in a fashion suitable for presentation and clearly visible from a 15’ distance.
- Provide 8 ½ ” x 11” copies of existing/proposed floor plans, site plans and elevations referenced during the Certificate of Appropriateness process.
- Although a staff member of the ARC/BLC will make the Ad Valorem presentations, the owner or registered agent of the subject property must be present to answer questions.
- In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statute, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk’s Office (813)274-8396) at least five (5) days prior to the date of the meeting.
- Call staff with any questions (813)274-8920 or log on to the Historic Preservation & Urban Design web-site www.tampagov.net/dept_historic_preservation