

Case # CA- Address - _____	Permit # _____
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CITY OF PUNTA GORDA

URBAN DESIGN
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3372
UrbanDesign@CityofPuntaGordaFL.com

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

<input type="checkbox"/> No Charge – Staff Review (3 business days) \$50.00 Application Fee for HPAB Review (30-60 business days) <input type="checkbox"/> Signage <input type="checkbox"/> Variance/Special Exception <input type="checkbox"/> Demolish or moving of any structure in whole or in part	<input type="checkbox"/> Staff Approved <input type="checkbox"/> Staff Denied <input type="checkbox"/> HPAB Approved <input type="checkbox"/> HPAB Denied Comments: Approved by: _____
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Historic Significance: <input type="checkbox"/> National Register Listed Structure <input type="checkbox"/> National Register District Contributing Structure <input type="checkbox"/> National Register District – Non-Contributing Structure <input type="checkbox"/> Florida Master Site File Listed Structure <input type="checkbox"/> Other Historic Structure _____
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No structure, building, or sign shall be erected, reconstructed, altered, or restored on property within *The National Register Historic Overlay District*, property individually listed on the National Register, or property listed on the Florida Master Site File by the State of Florida Department of State, Bureau of Historic Preservation of the Division of Historical Resources, until such plans have been submitted to and approved by the City.

Required Contents of Applications When making application for Certificate of Appropriateness, applicants must submit the following information:

CERTIFICATE OF APPROPRIATENESS CHECKLIST	
<input type="checkbox"/> Application Fee (if applicable)	<input type="checkbox"/> Site plans
<input type="checkbox"/> Signed & Notarized Certificate of Appropriateness Application	<input type="checkbox"/> Complete materials list (Specifications & Product Images or Samples)
<input type="checkbox"/> Signed Affidavit Authorization for Agent (if applicable)	<input type="checkbox"/> Photographs or drawings relating the proposed project to the surrounding streetscape
<input type="checkbox"/> A copy of the deed or other evidence of ownership	<input type="checkbox"/> A scale drawing of the proposed sign, including proposed materials, message, lighting method, style and size of lettering, and a sketch or photograph showing the proposed location of the sign on the building or site
<input type="checkbox"/> Structural engineer's analysis of structure (Required for Demolitions)	
<input type="checkbox"/> Architectural elevations drawn to scale (if applicable)	

Application and all pertinent required data (listed below) MUST be submitted with this application

1. Owner(s) of Record						
Name						
Address		City		State		Zip
Phone			Email address			
2. Authorized Agent – (if applicable – Property Owner must sign AGENT Affidavit below)						
Name						
Address		City		State		Zip
Phone			Email address			

Address of Property	
Current Use of Property	
Description of work to be performed – please be specific and include pictures when necessary	
For Signage Only – MUST INCLUDE PHOTO OF PROPOSED SIGNAGE	
Type of Sign	<input type="checkbox"/> Window Signage <input type="checkbox"/> Wall Sign <input type="checkbox"/> Projecting Sign
Measurements of Window(s)/Door	
Measurements of Signage - Square footage of Signage – must not exceed 33% of window(s)/door(s)	
Proposed Materials for Signage	

NOTARY REQUIRED ON PAGE 3 – if renting building/space must include landlord/owners approval letter

