



**Application for a Certificate of Appropriateness (C.A.)**  
**\$100.00 Application Fee ♦ \$50.00 Amended Application Fee**  
**( make checks payable to: City of Ocala)**

**Ocala Historic Preservation Advisory Board (OHPAB)**

c/o City of Ocala Growth Management Dept  
201 SE 3<sup>rd</sup> Street (2<sup>nd</sup> floor), Ocala, FL 34471  
Phone: (352) 629-8404 FAX: (352) 629-8242

C.A. File # \_\_\_\_\_  
COA\_\_ - \_\_\_\_\_

C.A. Application Procedure:

1. Arrange an informal pre-application conference with Planning staff if required.
2. Fill out and submit C.A. Application and required material to Planning staff twenty-one (21) days prior to OHPAB meeting. Meetings are held the 1<sup>st</sup> Thursday of each month.
3. Attend OHPAB meeting or send a representative with a letter of authorization.
4. If applicant fails to notify staff and does not attend the meeting, the C.A. Application may be tabled for one month. If applicant fails to notify staff and does not attend the next monthly meeting, the C.A. Application may be denied without prejudice.

Application Deadline: \_\_\_\_\_

OHPAB Meeting Date: \_\_\_\_\_

Location: City Council Chambers, second floor of City Hall

Time: 4:00 p.m.

Date: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner's name, address and phone number: \_\_\_\_\_

Name, address and phone number of meeting representative: \_\_\_\_\_

Please describe in a list the specific changes you are requesting to do to your property. Include the type(s) of material(s) to be used as well as dimensions

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**Materials to include with C.A. Application submission:**

1. Completed and signed application form
2. 15 sets of building plans for structural changes, including all four elevations, drawn to scale
3. 15 sets of site plans or landscape plans, drawn to scale and showing required set-backs
4. Authorization letter for non-property owner representative at the meeting
5. Copy of property deed if required by Planning staff

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date