



Application for a Certificate of Appropriateness (C.A.)

C.A. File # _____

COA__ - _____

Ocala Historic Preservation Advisory Board (OHPAB)

Meeting Date: _____

c/o City of Ocala Growth Management Dept
201 SE 3rd Street (2nd floor), Ocala, FL 34471
Phone: (352) 629-8311 FAX: (352) 629-8242

C.A. Application Procedure:

1. Arrange an informal pre-application conference with Planning staff.
2. Fill out and submit C.A. application and required material to Planning staff at least 3 weeks (21 days) prior to OHPAB meeting. **Meetings are held the 1st Thursday of each month.**
3. Attend OHPAB meeting or send a representative with a letter of authorization.
4. **Meeting Location: City Council Chambers, 2nd floor of City Hall Time: 4:00 PM**
5. If applicant fails to notify staff and does not attend the meeting, the application may be tabled for one month. If applicant fails to notify staff and does not attend the next monthly meeting, the application may be denied without prejudice.

Parcel Number: _____ Property Address: _____

Owner's name, address, phone #, email: _____

Name, address, phone #, email of meeting representative: _____

Project Type: Addition Alteration Repair New Construction Fence Reroof
 Relocation Site Work Other

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. _____

Materials to include with C.A. Application submission:

1. Completed and signed application form.
2. One set of building plans for structural changes, including all four elevations, site plans, showing required setbacks, or landscape plans (if applicable). All plans must be drawn to scale and new material labeled. Plans sheets are to be no larger than 11" x 17".
3. Detailed drawings and specifications for all new materials-windows, doors, siding, roofing material.
4. Authorization letter for non-property owner representative at the meeting.
5. Copy of property deed or proof of ownership.
6. If work requiring a COA begins before approval, a \$100 fee is due.

Applicant's Signature

Date