



**Application for a Demolition Request**  
**\$1,000 Application Fee (make check payable to City of Ocala)**

C.A. File # \_\_\_\_\_

COA\_\_ - \_\_\_\_\_

**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) 629-8311 FAX: (352) 629-8242

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

C.A. Application Procedure:

1. Arrange an informal pre-application conference with Planning Department staff.
2. Fill out and submit Demolition Request application and submittals to Planning staff at least 3 weeks (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. **Meeting Location: City Council Chambers, 2<sup>nd</sup> 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: \_\_\_\_\_

**Materials to include with application submission. Submit 1 original and five (5) copies of the items listed below. If any drawings or plan sheets are submitted, they are to be no larger than 11" x 17".**

1. Completed and signed application form.
2. Per Sec. 94-83 (e) submit the following reports and documents.
  - (1) A report from a professional property appraiser stating that such building will not earn a reasonable economic return for the owner of such building on the original site.
  - (2) A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of the structure and its suitability for rehabilitation.
  - (3) Estimated market value of the property both in its current condition, and after completion of the proposed demolition or removal, to be presented through an appraisal by a qualified professional expert.
  - (4) An estimate from an architect, developer, real estate consultant, appraiser or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property.

The evaluation of the building and rehabilitation cost estimates shall include at least the following building elements. Rehabilitation work and associated costs will be presented in a detailed schedule of values format with itemized unit quantities.

- Foundation
- Roofing
- Windows
- Mechanical, Plumbing, Electric
- Siding

The preparers of the above reports will submit resumes and other documents indicating relevant work, licenses and certifications. The preparers will present the information to the Board at the scheduled meeting.

The building evaluation report will contain documentation of the maintenance and repair that has occurred on the building over the previous five (5) years.

The Board may opt to conduct at site visit to review the findings of the reports.

3. Per Sec. 94-83 (f) submit development plans for the site if demolition were to be approved.
  - Plan Drawings - Development plan drawings will include conceptual site layout and building elevations. The plans will be drawn to scale and provide sufficient details for the Board to apply the review criteria for new construction.
4. Authorization letter for non-property owner representative at the meeting.
5. Copy of property deed or proof of ownership.

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Applicant's Signature

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Date