

**CITY OF CEDAR KEY
APPLICATION FOR LAND USE ACTION BY CITY COMMISSION**

APPLICANT/AGENT		
Name:		Phone:
Address:		
APPLICANT IS/ IS NOT THE OWNER OF RECORD (Attached affidavit must be completed and executed)		
PROPERTY OWNER(S)		
Name:		Phone:
Address:		
Name:		Phone:
Address:		
PROPERTY DESCRIPTION		
Section-Township-Range:		Total Acres:
Tax Parcel Number(s) (or attach legal description):		
Location:		
TYPE OF LAND USE ACTION REQUESTED (Describe on Attached Form)		
Change of Land Use Designation Certificate of Appropriateness	Variance Conditional Use	Historic/Specimen Tree Removal Minor Replat
CERTIFICATION		
<p>I, the undersigned applicant, hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief. I hereby grant the appropriate City personnel permission to enter the subject property during reasonable hours so that they may investigate and review this land use request.</p>		
Signature (Owner or Agent)		Date

Do Not Write Below--City Use Only

Application Received, Date: _____	Fee \$ _____ Received _____	Application No. _____
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DESCRIPTION OF REQUESTED LAND USE ACTION

On page 3 of this application, describe the requested land use action. Include the appropriate information as set forth below:

Change of Land Use Designation

- < Include information as to why this request should be granted and why the request is consistent with the City of Cedar Key Comprehensive Plan. Cite specific provisions of the Land Development Code and Comprehensive Plan if possible.

Variance (Part 10.01.00 of the Land Development Code)

- < Describe the following:
 1. The provision of the code that is sought to be varied.
 2. The reason for the request.
 3. The practical or economic difficulties of complying with the Code provision.
 4. The compatibility of the proposed variance with surrounding properties and uses.
- < If appropriate, attached a site plan or other graphics showing variance.

Conditional Use (Section 12.05.02 of the Land Development Code)

- < Describe the following:
 1. The proposed use and whether it is generally compatible with surrounding uses, public facilities, and environmental resources.
 3. Whether the proposed use will have a significant adverse impact on surrounding uses, public facilities, or environmental resources due to any of the following:
 - a. Parking.
 - b. Noise.
 - c. Lighting.
 - d. Signage.
 - e. The provision and location of utilities, including garbage dumpsters.
- < Attach a site plan as set forth in Section 12.05.02(B) of the Land Development Code.

Certificate of Appropriateness (Part 3.01.00 of the Land Development Code)

- < Provide necessary information depending on the nature of the alteration, demolition or new construction.

Minor Replat (Part 12.03.00 of the Land Development Code)

- < Provide information as required by Part 12.03.00 of the Land Development Code.

Historic/Specimen Tree Removal (Part 5.03.00 of the Land Development Code)

- < Describe the manner in which the tree is a hazard, or the reason why it is not economically or practically feasible to develop the parcel without removing the tree.

Additional Regulations Governing Application

- < State and local laws may require additional information beyond what is detailed in this application packet. Please consult the Laws of Cedar Key or the Cedar Key Building Official's office for specifics regarding your application.
- < Applicants should prepare all surveys purporting to show tidal datums, mean high-water lines, or mean low-water lines, in compliance with Florida's Coastal Mapping Act, Florida Statutes,

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Chapter 177. Coastal mapping data prepared in compliance with this act is available on the world wide web at <http://data.labins.org>.

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Description of Requested Action

Signature _____

Date _____

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AFFIDAVIT

OWNER(S) (Type or Print)

PARCEL NUMBER(S)(or attached legal description)

I (we), the property owner(s) of the subject property, being duly sworn, depose and say:

(initial applicable statements)

_____ That I am (we are) the owner(s) and record title holder(s) of the above-described property.

_____ That the above-described property is the property for which the attached application for land use change is being made.

_____ That I (we) have appointed the following person as my (our) agent to execute any agreement, and other documents necessary to effectuate such agreement in the process of pursuing the attached land use change request: _____

I (we) swear or affirm that the above information is true and correct to the best of my (our) knowledge.

Signature of Owner

Signature of Owner

Sworn to and subscribed before me this _____ day of _____, _____, by the above signed who is personally known to me, or who has produced _____ as identification.

Signature of Notary



Phone (352) 543-5132
Fax (866) 674-2419

PO Box 339
Cedar Key, FL 32625

City of Cedar Key Certificate of Appropriateness Application

Date: _____ Circle One: COMMERCIAL RESIDENTIAL

Applicant Name: _____ Phone Number: _____

Physical Address: _____

Owner Name: _____ Phone Number: _____

Parcel Number: _____ Historic Site Number: _____

Requested Historic Board Presentation Date: _____

Scope of Work: _____

1-1.8 The City hereby adopts as a Historic District the area depicted on Map 8-1, which is that area bordered by 1st Street, 3rd Street and F Street, inclusive of both sides of the street but excluding the area known as Dock Street and the proposed site of the expanded sewer treatment plant at 3rd and C Streets.

Please fill out each section with as much detail as possible.

3.01.04. Certificates of Appropriateness Required (Please check one.)

Regulated Work Items must be certified as appropriate sites listed individually on the Local Register of Historic Places and all properties within the Historic District.

_____ **A. Administrative Approval.** The Administrator may approve work which constitutes "ordinary maintenance" or work which will result in the "original appearance" as defined in this code.

_____ **B. Historic Preservation Board Approval.** If the work is not "ordinary maintenance" and will not result in the "original appearance", certification of appropriateness must be obtained from the Historic Preservation Board.

OFFICE USE ONLY:		
Date Received:	Next Applicable Board Meeting Date:	Application #:



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3.01.05. Regulated Work Items (Please check all applicable requests for a COA.)

- A. Installation or removal of metal awnings or canopies.
- B. Installation or removal of all decks above the first-floor level on the front of the structure.
- C. Installation of an exterior door or door frame, or the infill of an existing exterior door opening.
- D. Installation or removal of any exterior wall, including the enclosure of any porch or other outdoor area with any material other than insect screening.
- E. The installation or relocation of wood, chain-link, masonry, or wrought iron fencing.
- F. The installation or removal of all fire escapes, exterior stairs or ramps for the handicapped.
- G. The painting of previously unpainted masonry including brick, stone, terra cotta and concrete.
- H. Installation or removal of railings or other wood, wrought iron or masonry detailing.
- I. Abrasive cleaning of exterior walls.
- J. Installation of new roofing materials, or removal of existing roofing materials.
- K. Installation or removal of security grilles, except that in no case shall permission to install such grilles be completely denied.
- L. Installation of new exterior siding materials, or removal of existing exterior siding materials.
- M. Installation or removal of exterior skylights.
- N. Installation of exterior screen window or door.
- O. Installation of an exterior window or window frame or the infill of an existing exterior window opening.
- P. Erection of a new building or a parking lot.
- Q. Demolition of a structure or building.
- R. Relocation of a building or structure.

COMMENTS:



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3.01.06. Criteria for Certification as Appropriate: The decision to issue Certificates of Appropriateness, except those for demolition and relocation, shall be guided by:

A. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings; and (*Initial Confirmation for the use of this Guideline*) _____

B. The following visual compatibility standards: (*Please initial all applicable items and acknowledge that it will be up to the applicant to provide the necessary details to ensure compliance.*)

_____ 1. *Height.* Height shall be visually compatible with adjacent buildings.

_____ 2. *Proportion of Building, Structure or Object's Front Facade.* The width to the height of the front elevation shall be visually compatible to buildings and places to which it is visually related.

_____ 3. *Proportion of Openings Within the Facility.* The relationship of the width of the windows in a building, structure, or object shall be visually compatible with buildings and places to which it relates.

_____ 4. *Rhythm of Solids to Voids in Front Facades.* The relationship of solids to voids shall be visually compatible with buildings and places to which it is visually related.

_____ 5. *Rhythm of Buildings, Structures, or Objects on Streets.* The relationship to open spaces between adjoining buildings and places shall be visually compatible to the buildings and places to which it is visually related.

_____ 6. *Rhythm of Entrance and/or Porch Projections.* The relationship of entrances and projections to sidewalks shall be visually compatible to the buildings and places to which it is visually related.

_____ 7. *Relationship of Materials, Texture and Color.* The relationship of materials, texture and color of the facade shall be visually compatible with the predominant materials used in the buildings to which it is visually related.

_____ 8. *Roof Shapes.* The roof shape shall be visually compatible with the buildings to which it is visually related.

_____ 9. *Walls of Continuity.* Appurtenances such as walls, fences and landscape masses shall, if necessary, form cohesive walls of enclosure along a street to insure visual compatibility to the surrounding area.

_____ 10. *Scale of a Building.* Size and building mass in relation to open space, windows, door openings, porches and balconies shall be visually compatible with the buildings and places to which it is visually related.

_____ 11. *Directional Expression of Front Elevation.* A building, structure, or object shall be visually compatible with the buildings and places to which it is visually related in its directional character.

_____ 12. *Screening of Elevated Buildings.* A building required by Section 6.07.00 of this Chapter to be elevated more than three feet above grade shall mask the fact that it is elevated through the use of appropriate architectural screening so that the building, when viewed from public rights-of-way, appears to have been constructed at, or near, natural grade.

C. *Considerations of Scale.* (*Please initial acknowledgement of this standards.*)

_____ 1. Buildings shall be of appropriate scale to avoid adverse impacts to the surrounding uses and properties.

_____ 2. Buildings shall not be out of scale with documented historic development patterns and surrounding contributing structures.

D. *Elevation Considerations.* Where Base Flood Elevation (BFE) is less than three feet above grade, buildings shall not be elevated more than one foot above BFE. Where BFE is more than three feet and less than nine feet above grade, buildings may be elevated to nine feet above grade.