

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: \_\_\_\_\_

➤ Please provide a statement to describe the requested action along with necessary drawings, product approval codes, and necessary supplemental documentation (elevation certificate, survey, building plans, etc):  
\_\_\_\_\_  
\_\_\_\_\_

**AFFIDAVIT**

Owner(s) \_\_\_\_\_

Tax Parcel Number(s) or Attach 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 variance/ conditional use/ hardship request: \_\_\_\_\_

I (we)do hereby swear or affirm that the above information contain hereto are true and accurate to the best of my (our) knowledge.

\_\_\_\_\_  
Signature (Owner/ Agent)

\_\_\_\_\_  
Signature (Owner/ Agent)

STATE OF FLORIDA, COUNTY OF: \_\_\_\_\_

I HEREBY CERTIFY that on this day before me an officer duly authorized in the State and County aforesaid to take acknowledgements personally appeared \_\_\_\_\_, who is personally known to me or produced \_\_\_\_\_ as identification and did not take an oath. Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

City of Cedar Key

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**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.

**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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## City of Cedar Key

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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.