



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

\$100.00 Application Fee

(Check must be made payable to: City of Ocala)

Ocala Historic Preservation Advisory Board (OHPAB)

C.A. # _____

c/o City of Ocala Planning Department
P.O. Box 1270, Ocala, FL 34478-1270
Phone: (352) 629-8529 FAX: (352) 368-5994

C.A. Application Procedure:

1. Arrange an informal pre-application conference with Planning staff.
2. Fill out and submit the C.A. Application and required material to the Planning staff fourteen (14) days prior to the OHPAB meeting.
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

Required Materials:

1. completed application form
2. 18 sets of building plans for structural changes, including all four elevations, drawn to scale
3. 18 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

Applicant's Signature

Date