



June 10, 2024

P&Z AGENDA PACKET

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
REGULAR MEETING
Monday, June 10th, 2024
City Meeting Room – 74 6th Street
Agenda

Regular Meeting: 6:00 PM

1. Approval of May 16th, 2024 meeting minutes.

2. Review, Discussion and Decision for Certificate of Appropriateness and Renovation. **(R-1) (Historic District) @ 160 5th Street**, Block 63 Lots 4-5. For Kathy Archibald - Owner;
Contractor: Erin Rodriguez

3. Review, Discussion and Decision for Certificate of Appropriateness and Accessory Structure. **(R-1) (Historic District) @ 194 10th Street**, Block 157 Lots 3-4. For Ann & Doug Rauscher - Owner; Contractor: Construct Group SE Inc.

Other/New Business:

Outstanding/Unresolved Issues:

- **Special Exception Request for 92 Avenue E was withdrawn by applicant – the Public Hearing was cancelled and will not be rescheduled.**

Motion to adjourn the meeting.



May 16th Meeting Minutes

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
REGULAR MEETING
Thursday, May 16th, 2024
City Meeting Room – 74 6th Street
Minutes

Attendance: Chair - Joe Taylor, Jim Bachrach, Elizabeth Milliken, Lee McLemore, Myrtis Wynn

Regular Meeting: **6:00 PM**

1. Approval of April 8th, 2024 meeting minutes.
 - **Motion to approve by Jim Bachrach; 2nd by Myrtis Wynn. All in favor – motion carried.**

2. Review, Discussion and Decision for New Construction and Fence. **(R-2) @ 194 22nd Ave**, Block 237 Lots 1-3. For Chase Crum - Owner; Contractor: 1st Choice Builders Inc.
 - **Motion to approve by Jim Bachrach; 2nd by Lee McLemore. All in favor – motion carried.**

3. Review, Discussion and Decision for Additions. **(R-2) @ 108 22nd Ave**, Block 262 Lots 12-15. For James Grater/Kathleen Binder – Owner; Contractor: Self
 - **Small change – documents attached.**
 - **Motion to approve by Jim Bachrach; 2nd by Elizabeth Milliken. All in favor – motion carried.**

4. Review, Discussion and Decision for Certificate of Appropriateness & Pervious Deck. **(Historic District) (R-1) @ 50 14th Street**, Block 96 Lot 3. For Steve & Janet Yon – Owner; Contractor: TBD
 - **Motion to approve by Jim Bachrach; 2nd by Myrtis Wynn. All in favor – motion carried.**

5. Review, Discussion and Decision for Certificate of Appropriateness, Additions, and Fence. **(Historic District) (R-1) @ 53 17th Street**, Block 108 Lots 9&10. For Chip Darnell/Paula Kendrick – Owner; Contractor: TBD
 - **Motion to approve by Jim Bachrach; 2nd by Lee McLemore. All in favor – motion carried.**

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
REGULAR MEETING
Thursday, May 16th, 2024
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6. Review, Discussion and Decision for Relocation & Addition. **(R-2) @ 258 7th Street (911 ADDRESS NEEDED)**, Block 173 Lot 5. For Pete C. Thomas – Owner; Contractor: Ducky Johnson/Poloronis
 - **Motion to approve contingent upon 911 address being verified and the setbacks shown in red on the site plan being following for the relocation placement by Lee McLemore; 2nd by Myrtis Wynn. All in favor – motion carried.**

7. Review, Discussion and Decision for Certificate of Appropriateness & Sign. **(Historic District) (C-1) @ 47 Market Street**, Block C-2 Lots 14-16. For Crystal Fisher – Owner; Contractor: Fisher Roofing
 - **Motion to approve by Lee McLemore; 2nd by Elizabeth Milliken. All in favor – motion carried.**

8. Review, Discussion and Decision for Certificate of Appropriateness & Sign. **(Historic District) (O/R) @ 221 Avenue E Suite A**, Block 115 Lots ½ 9 ½ 10. For LeeAnne Poloronis – Owner; Contractor: Self
 - **Motion to approve by Elizabeth Milliken; 2nd by Lee McLemore. All in favor – motion carried.**

9. Review, Discussion and Decision for Certificate of Appropriateness & Sign. **(Historic District) (C-1) @ 67 Commerce Street**, Block D-1 Lots 13-14. For William Zingarelli – Owner; Contractor: TBD
 - **Elizabeth Milliken recused – form attached.**
 - **Motion to approve by Jim Bachrach; 2nd by Lee McLemore. All in favor – motion carried.**

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
REGULAR MEETING
Thursday, May 16th, 2024
City Meeting Room – 74 6th Street
Minutes

Other/New Business:

- **New alternate position filled by Greg Golgowski.**

Outstanding/Unresolved Issues:

Motion to adjourn the meeting by Jim Bachrach; 2nd by Elizabeth Milliken. Meeting adjourned!

change for 108 22nd Ave. project (P&Z 5/13/24)

James Grater <jamesgrater@gratermusic.com>

Mon 5/13/2024 8:45 AM

To:Bree Robinson <brobenson@cityofapalachicola.com>

Cc:Kathleen Binder <kathleenmbinder@gmail.com>

 1 attachments (3 MB)

Shed_ScanForP&Z (dragged).pdf;

Good morning, Bree,

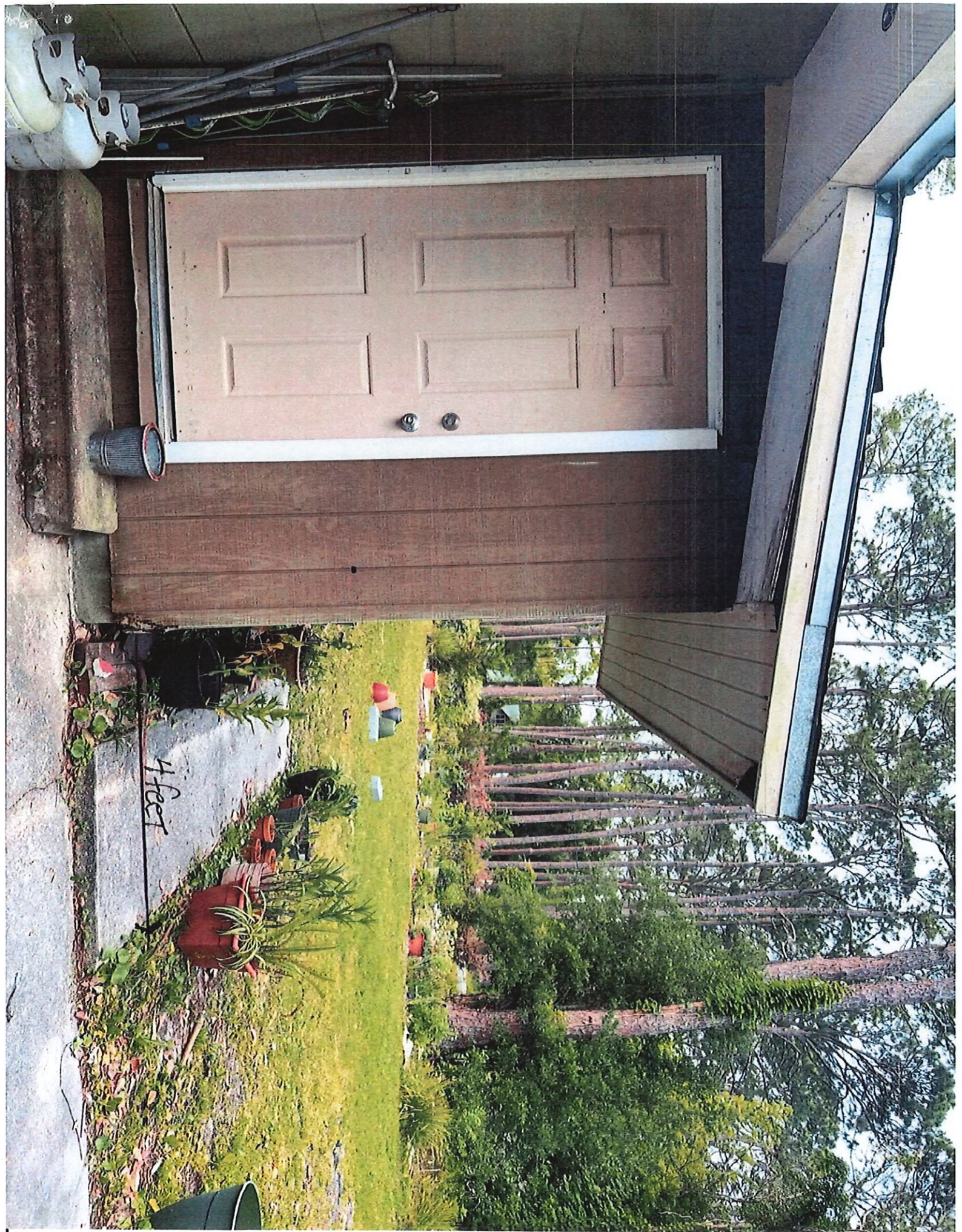
We have decided NOT to build the awning structure to our back porch. Instead, we would like to extend our shed by four feet. At present, the shed extends 6' from the house and is 7'2 3/4" wide. The new dimensions would be 10' by the 7'2/34". The shed has a shingle roof and is sided with T-111. We would replace the shingles with Galvalume and the siding with hardy board T-111. Extending the shed is simpler and will meet our storage needs more than the awning structure. Is it possible to mention this at tonight's meeting? We will be traveling tomorrow for approximately three weeks and would like to rebuild the shed when we return. We will make copies of the pictures for board members and staff. We apologize for the last minute additions.

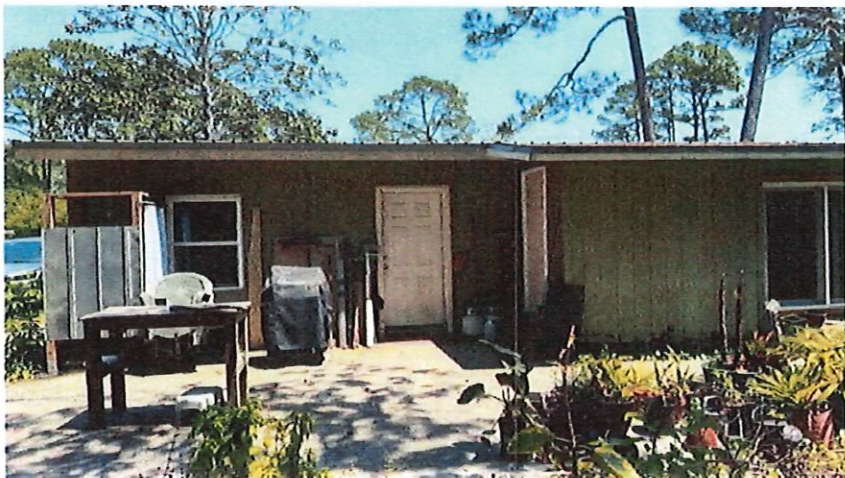
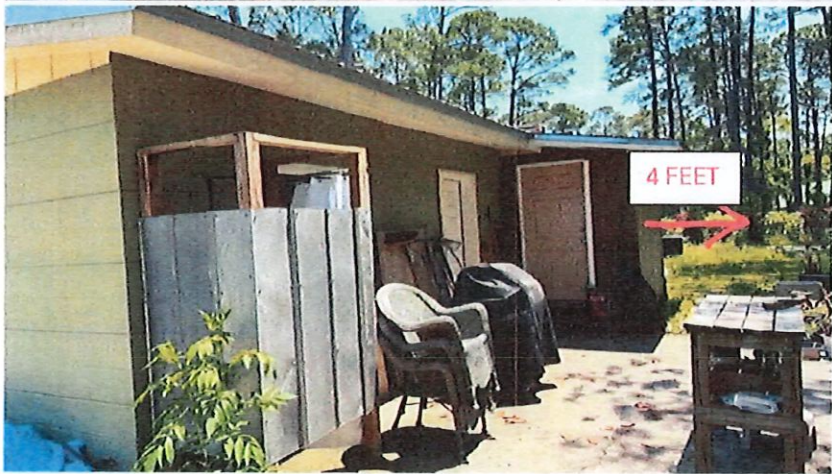
The project on the side of our house remains the same.

Thank you for your help.

Sincerely,

Jim Grater and Kathleen Binder





FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

| | |
|---|---|
| LAST NAME—FIRST NAME—MIDDLE NAME Milliken Elizabeth | NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE City of Apalachicola, Planning and Zoning Board |
| MAILING ADDRESS 192 Coach Wagoner Blvd, Apalachicola, FL | THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY |
| CITY City of Apalachicola | COUNTY Franklin |
| DATE ON WHICH VOTE OCCURRED May 16, 2024 | NAME OF POLITICAL SUBDIVISION: City of Apalachicola MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE |

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Elizabeth Milliken, hereby disclose that on May 16, 2024 :

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, Brother _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Agenda item #9 review, discussion and decision regarding certificate of Appropriateness and sign for a commercial business owned by my brother, William Zingarelli.

Elizabeth Milliken
Date Filed

May 17, 2024
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



160 5th Street
COA + Renovation



City of Apalachicola Planning & Zoning
Application for Development/Site Plan Approval

Official Use Only
 Date Received: 5/1/24
 Meeting Date: 6/10/24
 Fees Due: \$40.00
 Date Fees Paid: 5/1/24

| OWNER INFORMATION | CONTRACTOR INFORMATION |
|---|--|
| Owner <u>KATHY ARCHIBALD</u> | Contractor Name <u>Erin Rodriguez</u> |
| Address <u>160 5TH STREET</u> | State License # <u>CGC1521107</u> City License # <u>07-031</u> |
| City <u>APALACHICOLA</u> State <u>FL</u> Zip <u>32320</u> | Email <u>erin@erconstructionllc.com</u> |
| Phone _____ | Phone <u>850.323.1601</u> |

PROJECT TYPE

| | |
|---|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Repair |
| <input checked="" type="checkbox"/> Alteration/Renovation | <input checked="" type="checkbox"/> Certificate of Appropriateness |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Demolition | |


PROPERTY INFORMATION

Street Address (911 Address): 160 5TH STREET
 City & State: APALACHICOLA, FL Zip: 32320
 Parcel ID #: 01-09S-08W-8330-0063-0040 Block: 63 Lot: 4-5
 Zoning District: 1 [] Historic District [] Non-Historic District
 FEMA Flood Zone: X

OFFICIAL USE ONLY

| | |
|---|--|
| Certificate of Appropriateness Required? <u>Y</u> / N Setback Requirements of Property: Front: _____ Rear: _____ Side: _____ <u>N/A</u> Corner Lot? Y / N Street Sides: _____ Lot Coverage: <u>40%</u> STAFF NOTES/RECOMMENDATIONS: <u>- No additional lot coverage,</u> <u>just need Certificate of</u> <u>Appropriateness for renovation.</u> | <i>This development request has been approved for a Certificate of Appropriateness (if applicable), zoning, land use, and development review by the City of Apalachicola Planning & Zoning Board and a building permit is authorized to be issued.</i> |
| City Staff _____ | |
| Date Approved _____ | |

NOTE: This is a conceptual approval through the City based on our Land Development Code (LDC.) Please be aware that other documentation may be required by the Building Official.


 Applicant Initial
7.30.24

Owners, Builders, Developers

PLEASE NOTE:

1. If the proposed development is located within the City's Historic District; a Certificate of Appropriateness from the City's Planning & Zoning Board and Architectural Review Committee is necessary before any permitting can take place.
2. Required site plan elements and the Development Order/Certificate of Appropriateness applications are due 10 BUSINESS DAYS prior to the scheduled monthly meeting (second Monday of each month) of the Planning & Zoning Board.
3. Residential site plan approvals are valid for one year after issuance. If a building permit is not obtained within a year after receiving P&Z approval, the applicant must re-apply and receive P&Z approval again. (Commercial site plan approvals are valid for two years.)
4. After you have received your Planning & Zoning Approval and/or Certificate of Appropriateness, whichever applies, take all development documents to the Building Department at 192 Coach Wagoner Blvd, Apalachicola to apply for your building permit. A P&Z Development Order Application is not a building permit application – there will be building permit forms to fill out. Building permit issuance and all inspections will be coordinated with the Building Department Clerk. Please be advised that additional documentation may be required by the Building Clerk or Building Official. Please email buildingdept@cityofapalachicola.com or call City Hall at (850)653-7592 with any permitting questions.
5. Land Development regulations can be found on the City of Apalachicola website @ www.cityofapalachicola.com.
6. Please note that if any shrubs are planted or any materials (concrete, gravel, etc.) are placed in the City Right of Way that there is a possibility of removal at no expense to the City.

It is our intent to save you time any money in your plan preparation! The City of Apalachicola Planning & Zoning Board is a seven-member citizen board that also sits as the City's Architectural Review Board. Our responsibilities include protecting the historical character of the City. By working with the Planning & Zoning Board to obtain a Certificate of Appropriateness, your development will not only proceed more smoothly, but will also enhance the City's architectural integrity and historical character of Apalachicola.

Bree Robinson
City Planner
(850)323-0985
brobinson@cityofapalachicola.com

Thank you,
PLANNING & ZONING BOARD
CITY OF APALACHICOLA


Applicant Initial

4.30.2A

Describe the proposed project and materials. Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s).

EXPAND BATHROOM - TOTAL EXPANSION 5'-8"X6'-0." The expansion is under the existing side-porch roof.

Non-historic door removed from previous rear porch addition. Two small windows added on south elevation.

Exterior to match existing house exterior. No additional lot coverage or paving.

See attached photos of South and West elevations. See attached plans and elevation drawing

| PROJECT SCOPE | MANUFACTURER | PRODUCT DESCRIPTION | FL PRODUCT APPROVAL # |
|----------------------------|---------------|--------------------------|-----------------------|
| Siding | Wood or Cedar | Lap Siding | |
| Doors | N/A | | |
| Windows | PNG or Equal | 2 - 1-6 x 4-0 Fixed Sash | |
| Roofing | N/A | | |
| Trim | Wood | 1x6 | |
| Foundation | N/A | | |
| Shutters | N/a | | |
| Porch/Deck | N/As | | |
| Fencing | N/A | | |
| Driveways/Sidewalks | N/A | | |
| Other | N/A | | |

NOTE: Please have a site plan prepared to turn in with your application. At minimum, the site plan needs to contain: a North arrow, surrounding streets, lot lines, lot dimensions, setbacks, current structure dimensions, proposed structure dimensions, fence locations, and fence heights. Applications requiring a Certificate of Appropriateness will also need to submit renderings/elevations of any proposed structures and note the materials proposed. More information may be requested by City Staff.

CERTIFICATION

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:

1. I/We hereby attest to the fact that the above supplied property address(es), parcel numbers(s), and legal description(s) is(are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the City of Apalachicola to enter onto the property in question during regular business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 business days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
4. I/We understand that, for Board review cases, an agenda and staff report (if applicable) will be available on the City's website approximately one week before the Planning & Zoning Board Meeting.
5. I/We understand that the approval of this application by the Planning & Zoning Board or staff in NO way constitutes approval of a Building Permit for Construction from the City of Apalachicola Community and Economic Development Office.
6. I/We understand that all changes to the approved scope of work stated in a Certificate of Appropriateness or Development Order application have to be approved by the P&Z Board before work commences on those changes. There will be no charge for revisions. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and additional fees/penalties.
7. I/We understand that any decision of the P&Z Board may be appealed to the City Commission within 30 days after the decision by the P&Z Board; otherwise, the decision will be final.
8. I/We understand that a Certificate of Appropriateness is only valid for one year after issuance. They are renewable for six months without cause if requested, and for an additional six months upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documents to City Staff, if needed.
9. I/We understand that P&Z Board approval is permission to obtain a permit for work and installation as indicated. I certify that all work will be performed to meet standards of all laws regulating construction in this jurisdiction.
10. I/We understand that there will be no issuance of a Certificate of Appropriateness without the property owner obtaining Homeowner's Association approval (if required) prior to the P&Z Board Meeting and/or before the beginning of an work and in no way authorizes work that is in violation of any association rules or regulations.

4.30.24

DATE



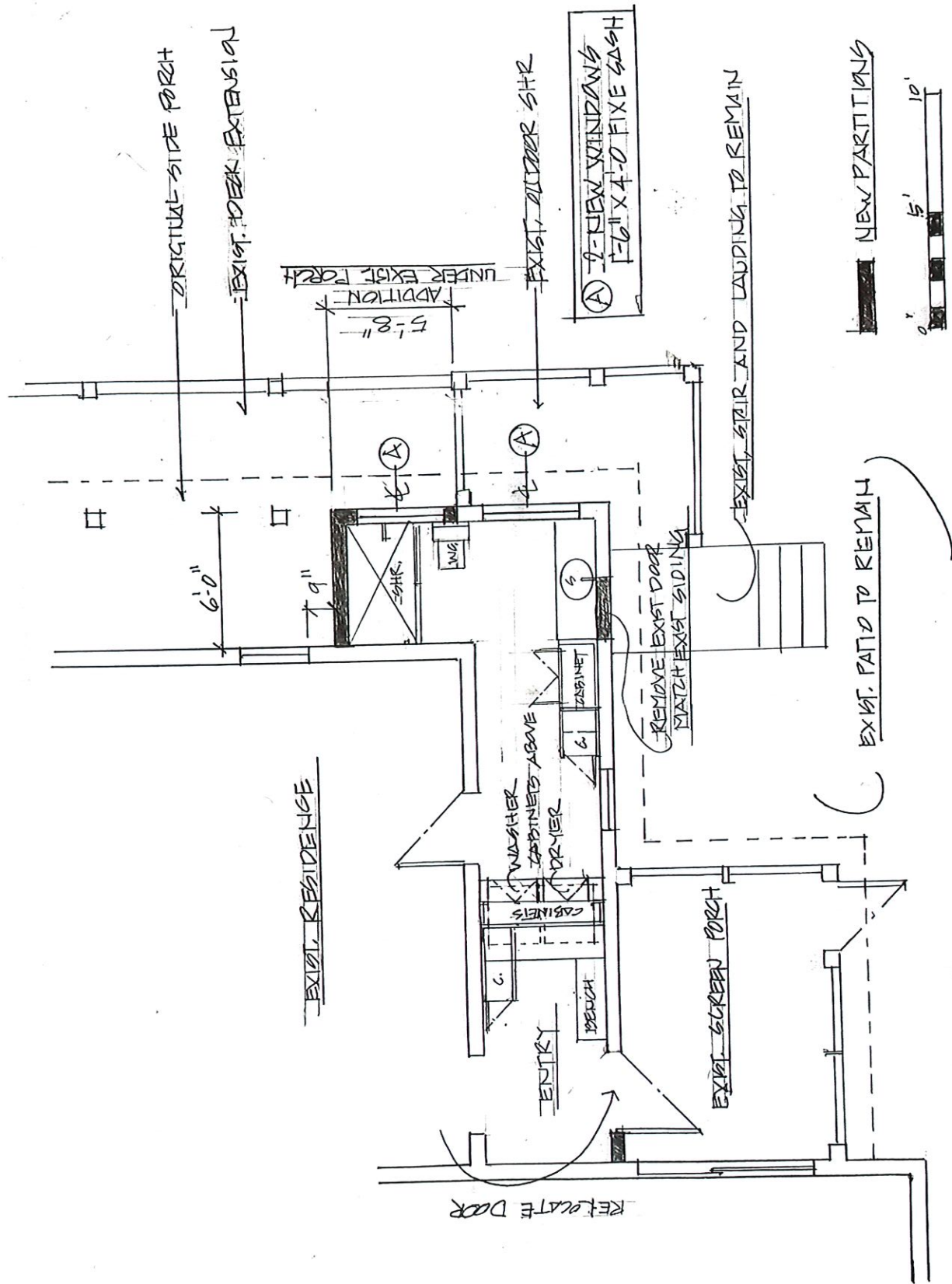
SIGNATURE OF APPLICANT

Enri Rodriguez, General Contractor
on behalf of Homeowner, Kathy Archibald









FLOOR PLAN
 SHOWING NEW ENTRY, LAUNDRY AND EXPANDED BATHROOM

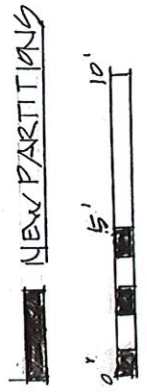
ORIGINAL SIDE PORCH
 EXIST. DECK EXTENSION

ADDITION
 5'-8"
 UNDER EXIST. PORCH

EXIST. UPPER SHR

(A) 2-NEW WINDOWS
 6'-0" X 4'-0" FIXE GLASS

EXIST. STAIR AND LADDING TO REMAIN



EXIST. PART TO REMAIN

EXIST. RESIDENCE

REMOVE EXIST. DOOR
 MATCH EXIST. SIDING

EXIST. SCREEN PORCH

REAR GATE DOOR

ENTRY

BEACH

CABINETS

WASHER

DRYER

CABINETS ABOVE

BATH

EXIST. TUB AND LADDING TO REMAIN

EXIST. UPPER SHR

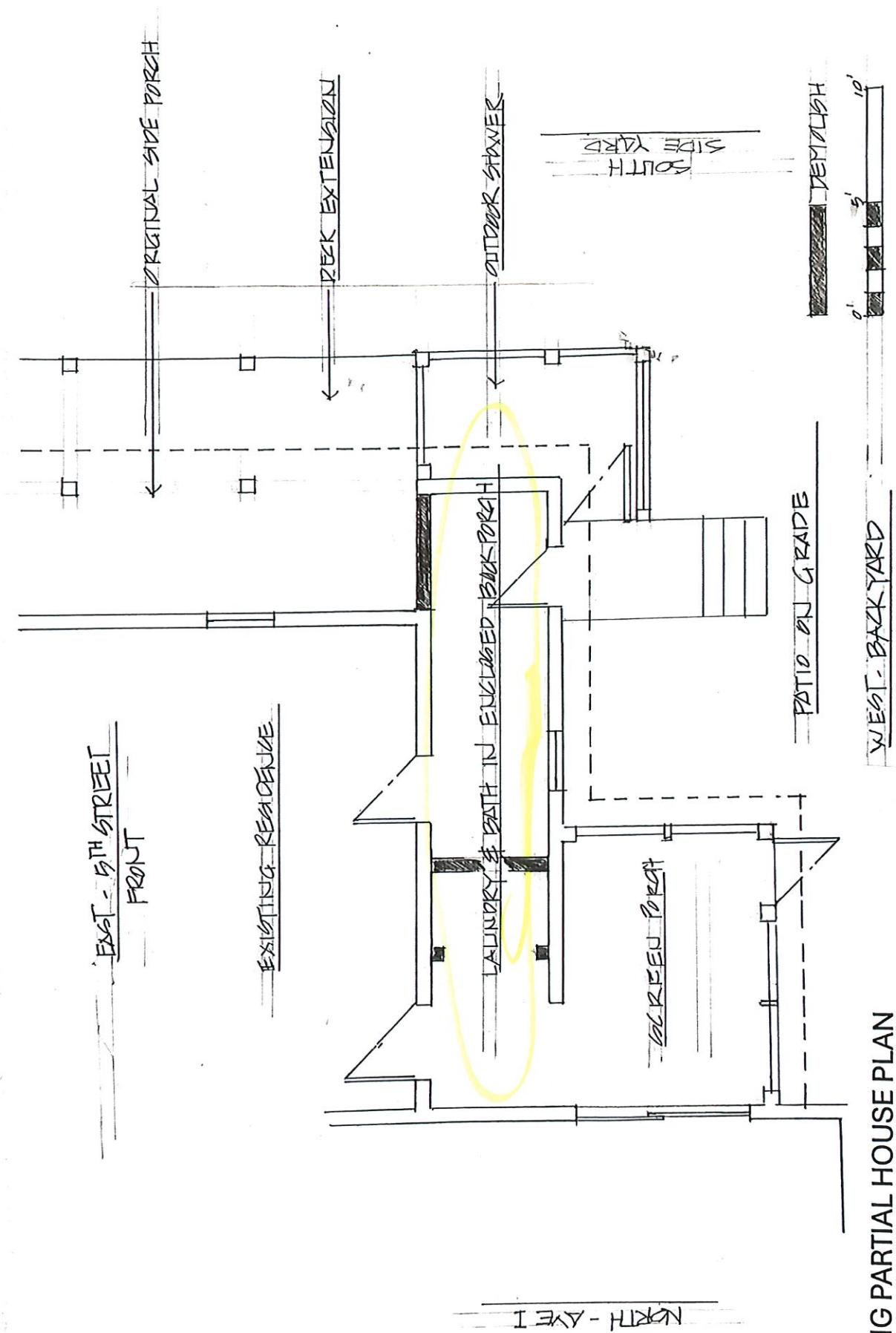
(A)

(A)

6'-0"

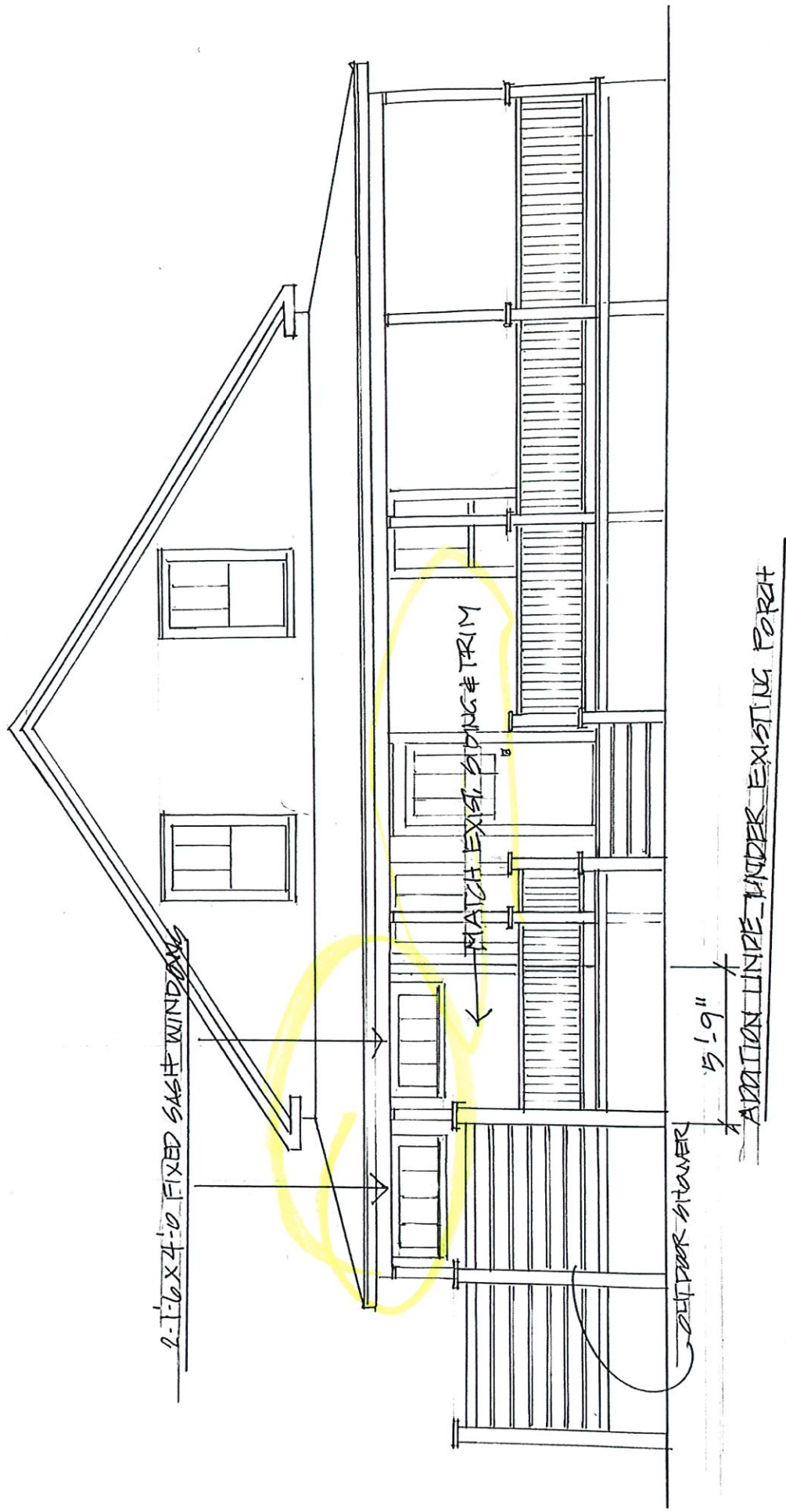
9"

5'-8"



EXISTING PARTIAL HOUSE PLAN

SHOWING EXISTING LAUNDRY AND BATH AND DEMOLISHED PARTITIONS



2-1'6 X 4'-0" FIXED SASH WINDOWS

MATCH EXIST. SIDING & TRIM

5'9"

ADDITION UNDER EXISTING PORCH

SOUTH ELEVATION
 WITH ADDITION UNDER EXISTING ROOF OVER SIDE PORCH



194 10th Street

COA + Accessory Structure



City of Apalachicola Planning & Zoning
Application for Development/Site Plan Approval

Official Use Only

Date Received: 5/24/24
 Meeting Date: 6/10/24
 Fees Due: \$90.00
 Date Fees Paid: _____

| OWNER INFORMATION | CONTRACTOR INFORMATION |
|-------------------|------------------------|
|-------------------|------------------------|

| | |
|---|---|
| Owner <u>Ann and Doug Rauscher</u> Address <u>194 10th Street</u> City <u>Apalachicola</u> State <u>Florida</u> Zip <u>32320</u> Phone _____ | Contractor Name <u>Construct Group SE Inc</u> State License # <u>CGC1513032</u> City License # _____ Email <u>constructgroupse@yahoo.com</u> Phone <u>850.694.1555</u> |
|---|---|

PROJECT TYPE

| | |
|--|---|
| <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Renovation <input type="checkbox"/> Relocation <input type="checkbox"/> Demolition | <input type="checkbox"/> Fence <input type="checkbox"/> Repair <input type="checkbox"/> Variance <input checked="" type="checkbox"/> Other <u>shed</u> <input checked="" type="checkbox"/> Certificate of Appropriateness |
|--|---|

PROPERTY INFORMATION

Street Address (911 Address): 194 10th Street
 City & State: Apalachicola Florida Zip: 32320
 Parcel ID #: 01-09S-08W-8330-0157-0030 and 01-09S-8330-0157-0040 Block: 157 Lot: 3 and 4
 Zoning District: R-1 Historic District Non-Historic District
 FEMA Flood Zone: _____

OFFICIAL USE ONLY

| | |
|---|---|
| Certificate of Appropriateness Required? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Setback Requirements of Property: Front: <u>15</u> Rear: <u>25</u> Side: <u>7.5/7.5</u> Corner Lot? Y <input checked="" type="checkbox"/> N Lot Coverage: <u>40% + 10% pervious deck</u> STAFF NOTES/RECOMMENDATIONS: <u>-with shed, lot coverage is 39%. OK ✓.</u> <u>-needs Certificate of Appropriateness</u> | <p><i>This development request has been approved for a Certificate of Appropriateness (if applicable), zoning, land use, and development review by the City of Apalachicola Planning & Zoning Board and a building permit is authorized to be issued.</i></p> <hr/> City Staff _____ Date Approved _____ |
|---|---|

NOTE: This is a conceptual approval through the City based on our Land Development Code (LDC.) Please be aware that other documentation may be required by the Building Official.

Applicant Initial

Describe the proposed project and materials. Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s).

Constructing a 10 x12 shed.

120sf

| PROJECT SCOPE | MANUFACTURER | PRODUCT DESCRIPTION | FL PRODUCT APPROVAL # |
|---------------------|---------------------|---------------------------|-----------------------|
| Siding | Nichia | Cement siding | |
| Doors | Therma-Tru | Fiberglass exterior doors | |
| Windows | | | |
| Roofing | Metal standing seam | | |
| Trim | Nichia | Cementious Trim | |
| Foundation | wood floor | | |
| Shutters | | | |
| Porch/Deck | | | |
| Fencing | | | |
| Driveways/Sidewalks | | | |
| Other | | | |

NOTE: Please have a site plan prepared to turn in with your application. At minimum, the site plan needs to contain: a North arrow, surrounding streets, lot lines, lot dimensions, setbacks, current structure dimensions, proposed structure dimensions, fence locations, and fence heights. Applications requiring a Certificate of Appropriateness will also need to submit renderings/elevations of any proposed structures and note the materials proposed. More information may be requested by City Staff.

CERTIFICATION

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:

1. I/We hereby attest to the fact that the above supplied property address(es), parcel numbers(s), and legal description(s) is(are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the City of Apalachicola to enter onto the property in question during regular business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 business days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
4. I/We understand that, for Board review cases, an agenda and staff report (if applicable) will be available on the City's website approximately one week before the Planning & Zoning Board Meeting.
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9. I/We understand that P&Z Board approval is permission to obtain a permit for work and installation as indicated. I certify that all work will be performed to meet standards of all laws regulating construction in this jurisdiction.
10. I/We understand that there will be no issuance of a Certificate of Appropriateness without the property owner obtaining Homeowner's Association approval (if required) prior to the P&Z Board Meeting and/or before the beginning of an work and in no way authorizes work that is in violation of any association rules or regulations.

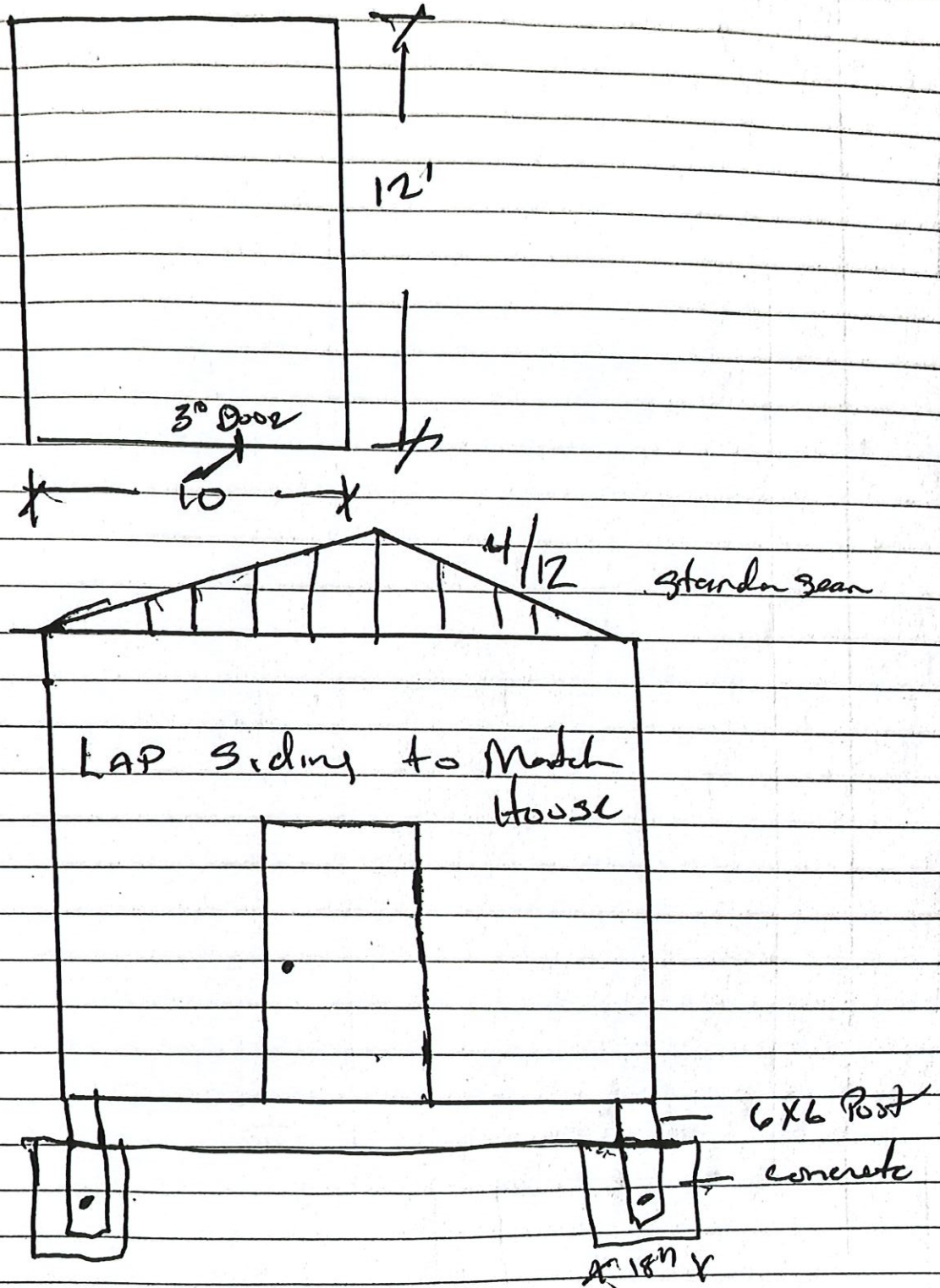
5.22.2024

DATE



SIGNATURE OF APPLICANT

NOT to Scale



Certificate of Appropriateness

Plot to Stake

10th Street

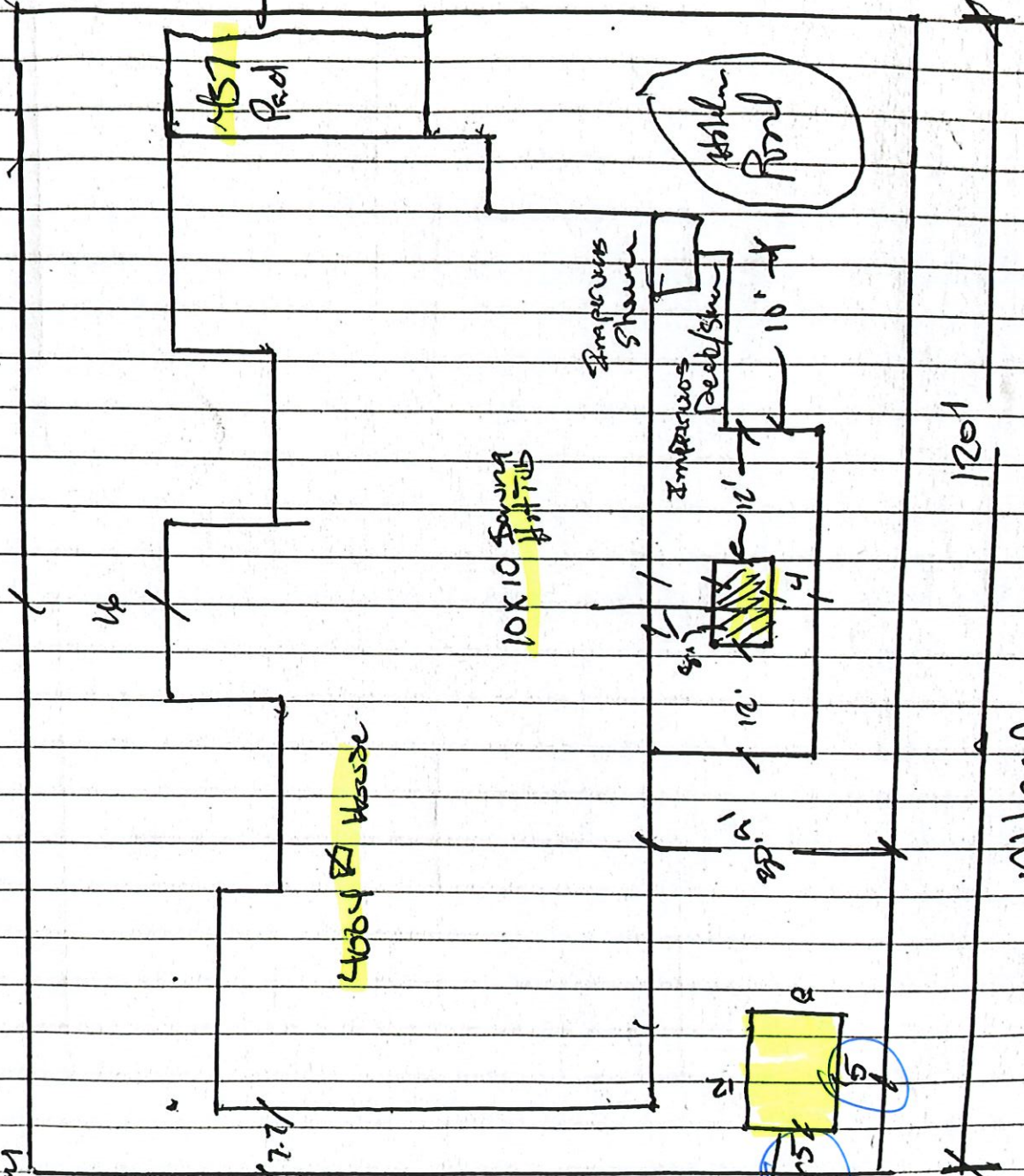
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- Lot size 12,100
- Impervious Existing
- House 4004
- Hot tub 100
- Paving Pad 457
- Semi Impervious Deck 318
- Proposed Impervious 120

Existing Imp. 457
Proposed 120

Federal Model

Driveway
P12
10th



Lot: 12,000
 40% = 4,800 SF
 10% = 1,200 SF

Home: 4,004
 Hot tub: 100
 Paving: 457
 4,561
 + (Proposed 120) 120
 4,681
 = 39%

Proposed 120