



CITY OF TAMPA
DEVELOPMENT & GROWTH MANAGEMENT DEPARTMENT
ARCHITECTURAL REVIEW COMMISSION/BARRIO LATINO COMMISSION
HISTORIC PROPERTY AD VALOREM TAX EXEMPTION APPLICATION
INSTRUCTIONS

All projects will be reviewed and evaluated for conformance with *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. The *Standards* are broadly worded to guide the improvement of all types of historic properties. The underlying concern expressed in the *Standards and Guidelines* is the preservation of significant historic materials and features of a building or archaeological site undergoing rehabilitation for continued use. For buildings, the *Standards and Guidelines* apply with equal force to the site improvements, interior work, and exterior work. The Architectural Review Commission (ARC) or the Barrio Latino Commission (BLC), as applicable, will review the entire project (including any attached, adjacent, or related new construction), rather than individual segments of work. Evaluation is based on whether or not the overall project is consistent with the *Standards and Guidelines*. Proposed work that does not appear to be consistent with the *Standards and Guidelines* will be identified, and guidance will be provided to assist property owners, architects, or builders in bringing the project into compliance.

Secretary of the Interior's Standards for Rehabilitation

"Rehabilitation" as used herein is defined as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural and cultural values." These Standards are to be applied to specific rehabilitation projects in a reasonable matter, taking into consideration economic and technical feasibility.

Standard 1: A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

Standard 3: Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or adding architectural elements from other buildings, shall not be undertaken.

Standard 4: Most properties change over time; those changes that have acquired historic significance in their own right shall be preserved.

Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be retained and preserved.

Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

Standard 7: Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

Standard 8: Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

Standard 9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize a property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

Standard 10: New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The incorporation of materials should be sensitive to the historic context of the structure. Materials and fixtures (lighting, hardware, fixtures, etc.) incorporated into the historic structure should be representative of a design which reflects the period of historic significance. In the event that an addition to the subject property has been approved, the compatibility of the original features should be related to those being introduced into the new areas of the structure.

Types of improvements may include:

- Additions or permanent accessory structures compatible with the historic character of the building and site.
- Upgrades that respect the property's original character/design and increase the assessed value of the property, including mechanical and electrical upgrades.
- Restoration of original features.

SECTION 1 – Evaluation of Property Eligibility

In order to be eligible for the Historic Property Ad Valorem Tax Exemption Program, the applicant must meet the following criteria:

- Receive **Part I – Pre-Rehabilitation** approval prior to initiating any demolition, construction, or alterations to the property.
- Expend a minimum of \$10,000.00.
- The structure is a designated Local Landmark and listed in the National Register of Historic Places.
- The structure is identified as “contributing” in a designated Local Historic District.
- The structure is identified as “contributing” within a National Register Historic District.

SECTION 2 – Description of Improvements:

Provide drawings or sketches for proposed project work to show the alterations and new construction on the property. Drawings or sketches must be sufficiently detailed to show existing (pre-rehabilitation) conditions and anticipated changes. Documentation should include site plans, floor plans and, where necessary, sections and elevations. All drawings and sketches submitted with the Description of Improvements should be numbered and keyed to the narrative blocks in the application. Provide color photographs that are a minimum of 300 dpi resolution keyed to each feature. Provide samples of materials being used or incorporated into the structure. **Attach all drawings, photographs, and any cut-sheets or samples to the application in a PDF format.**

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EXAMPLE FEATURES

Feature 1	
Feature	façade brick
Approx. date of feature	ca.1880
Describe existing feature and its condition:	
Hard pressed red brick with butter joints in good condition. Mortar mostly sound but deteriorated and missing around downspout at east end of facade. Some graffiti at first floor.	
Photo no. <u>3, 6</u> Drawing no. <u>N/A</u>	
Describe work and impact on existing feature:	
Will selectively hand clean deteriorated joints and repoint with mortar and joint width to match existing (see spec. pp. 33-35); chemically clean graffiti from first floor piers (see spec. pp. 30-31).	

Feature 2	
Feature	main staircase
Approx. date of feature	ca. 1880/unknown
Describe existing feature and its condition:	
Original stair exists between 1 st and 3 rd floors. Some balusters missing and treads worn. Later stair from 3 rd to 8 th floors.	
Photo no. <u>9, 10</u> Drawing no. <u>A-12</u>	
Describe work and impact on existing feature:	
Replace missing balusters with matching pieces. Sand painted banisters and balusters and varnish. Replace treads as need. Sand and paint stairs. Retain later stair as needed.	

Call staff with any questions at (813) 274-3100, Option #3 .